

## **LIBRARY ASSISTANT IV**

**Title of Immediate Supervisor: Head Librarian of a Combined Library**

**Accountable for: Serves as a lead for Library Assistants 1/11/111**

**Division: Pioneerland Library System**

**Department: Varies**

**FLSA Non-exempt**

**Pay Grade Assignment: Pay Grade 8**

### **GENERAL DESCRIPTION:**

Under the supervision of a Head Librarian facilitates and coordinates activities of one or more libraries.

### **DUTIES AND RESPONSIBILITIES**

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.

- Under direction of head librarian, may direct other local staff on routine matters and duties.
- Works with Head librarian in addressing/resolving problems and concerns with library programs, collection development and library equipment.
- May serve as liaison in facilitating communications and coordination between head librarian and library staff regarding library policies, programs, services and procedures.
- Under direction of head librarian may:
  - 1) remove obsolete materials and recommends purchase of new materials.
  - 2) evaluate library materials based on their currency, condition, collection appropriateness, in making branch collection removal decisions.
  - 3) recommends purchase of new materials based on reviews, author, and publisher reputation, and patron requests
- Under direction of head librarian, administers library building and security procedures, responds to emergency library situations, i.e. injured/ill patrons and staff, power failures, etc. and schedules outside group use of library meeting rooms.
- Provide the following reference and research services to patrons:
  - 1) Responds to informational requests/inquiries
  - 2) search for catalog and index information, examines print and electronic reference sources, locates books, materials and electronic resources and
  - 3) requests outside materials.
- Under direction of head librarian, engages in public relations, promotions, and activities, i.e. book and library talks, library displays, participation in community events, etc.
- Enforces library services policies with customers.
- Responds to customer needs (i.e., supervises scheduling outside group use of library meeting rooms), patron comments, and resolves customer complaints.

- May serve on committees such as community education advisory council, literacy provider organizations, and county government committees.
- Makes appropriate recommendations to the Head Librarian to improve general operations and services
- Prepares monthly and annual reports of library operations and activities as directed by Head librarian and may make operating budget recommendations.
- Supervises the collection, accounting, and transferring of library monies to the Administrative office.
- Monitors the condition of buildings, furnishings and equipment, and notify Head librarian of any needed repairs and maintenance.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of library system operations and procedures.
- Skill and ability to work effectively with the general public in responding to needs/requests.
- Skill and ability to plan, implement, and promote specialized events, activities and programs
- Demonstrate decision making skills/abilities.
- Demonstrate public relations and communications skills
- Skilled in operation of office equipment such as personal computers, telephone, calculator, adding machine, photocopier and fax machines.

**MINIMUM QUALIFICATIONS:**

Associate degree and at least one year of work experience in a public or other type of library or an equivalent combination of education, training or experience necessary to perform the essential duties of the work.

**CERTIFICATION OR LICENSING REQUIREMENTS** (prior to job entry):

None

**PHYSICAL REQUIREMENTS**

Positions in this class typically require: walking, stooping, crouching, reaching, lifting, fingering, feeling, grasping, talking, hearing, and seeing.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Some light lifting and carrying of office materials may be required up to 25 pounds.

**JOB CLASSIFICATION HISTORY:**

Prepared by JMH 3/5/07

Revised by JMH 6/21/07

Pay Grade Revision 1/1/15