LIBRARY TECHNICAL ASSISTANT II

Definition:

Under general supervision coordinates a sub-function or area within a library division; performs a wide variety of difficult, technical, paraprofessional and other duties related to library functions; assists the public with the use of library equipment, facilities, materials and services and performs related work as required

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

Operates a computer and uses applicable software to process a wide variety of information into and out of the library database and to produce a variety of printed material and reports.

Coordinates a sub-function or area within the Library such as acquisitions, overdue processing, circulation within a branch or division.

Performs a variety of difficult and technical duties and handles the more complex/technical problems related to the library sub-function or area assigned.

Performs a variety of general and specialized clerical and other library duties/tasks related to the function of the area to which assigned.

Explains library policy to patrons and staff.

Operates a variety of office and library equipment.

Prepares correspondence and reports independently, maintains files and compiles statistics.

Prepares a variety of brochures, promotional materials and reports.

Conducts a variety of training sessions for volunteers and other staff and may coordinate the work of staff as assigned.

Assists in establishing, implementing and modifying library policies and procedures.

May act in the place of a librarian when one is not available.

May assist patrons with the arrangement and location of library services and materials and in the selection and use of a variety of print and non-print materials.

May greet and assist a variety of patrons at a front counter/public desk, perform circulation desk duties and receive/process print and non-print materials.

May assist with the sorting and shelving of library materials.

Lifts and moves boxes of books, supplies and other items weighing 30 pounds or less and pushes/pulls a loaded book cart.

Drives a vehicle on City business depending on area assigned.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

May open and/or close and secure library facilities as assigned.

Class Characteristics:

Library Technical Assistant (LTA) II is a multi incumbent class and is distinguished from the LTA I by the LTA II's greater degree of technical knowledge, larger scope of responsibility, higher level of independence and coordinating responsibility for a larger area.

Contacts and Relationships:

An LTA II establishes and maintains contact with staff in the Library. Additional contact will occur with the public/library patrons and library vendors. Some contact will occur with other City staff.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

English usage, spelling, grammar and punctuation.

Computer applications related to area assigned.

Basic math related to area assigned.

Customer service and telephone techniques.

Library organization, policies/procedures, methods, functions, practices and terminology.

Library and general office equipment.

Types and uses of print and non-print material related to area assigned.

Basic supervisory techniques.

AND

Ability to:

Perform difficult, responsible and technical library duties with limited supervision.

Use independent judgment and initiative.

Understand and carry out oral and written instructions independently.

Interpret and apply rules, regulations and procedures.

Establish and maintain effective relationships with those contacted in the course of work.

Make mathematical calculations and read and sort numerals and letters rapidly and accurately.

Communicate effectively orally and in writing.

Train staff as assigned and coordinate their work.

Operate a personal computer and use applicable software.

Operate standard office and library equipment.

Meet the public with courtesy and tact.

Learn to classify and catalog print and non-print material.

Prepare correspondence and reports independently and maintain manual and computerized files and records.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school

AND

Experience:

One year of experience at the Library Technical Assistant I level to include some experience in coordinating the work of others.

Special Requirements Include:

An LTA II assigned to the Bookmobile must have a valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout assignment to the Bookmobile.

Must be able to work a flexible schedule including weekends and evenings to accommodate City needs.

Must type accurately at a speed which will enable successful job performance.

Other:

The ability to use a calculator quickly and accurately may be preferred or required for some positions.

Bilingual ability may be preferred or required for some positions.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office and library/public counter environment. An incumbent uses a computer, keyboard and related equipment, sits, stands, walks, kneels, crouches, twists, reaches, bends, grasps, lifts and moves boxes of books, library equipment, supplies and related items weighing 30 pounds or less. An incumbent pushes and/or pulls a loaded book cart, is exposed to book dust and may use a step stool. An incumbent assigned to the Bookmobile climbs stairs into the Bookmobile, is exposed to diesel fumes and may drive a vehicle on City business. An incumbent must be able to meet the physical requirements of the series and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

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