

## **LIBRARY TECHNICAL ASSISTANT I**

### **Definition:**

Under general supervision performs a wide variety of 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.

Receives and processes print and non-print material and may contact publishers and vendors concerning problems.

Performs bibliographic searching to verify correctness of data.

Responds to a variety of questions on the telephone and in person related to library services, programs and material availability.

Provides basic reference information.

Operates a variety of office and library equipment.

Prepare routine correspondence and reports independently and maintain files and records.

Assists with training and scheduling of staff as assigned and reviews the processing of library materials.

May greet patrons at a front counter/public desk and assist same in becoming familiar with the arrangement and location of services and materials.

May perform circulation duties, coordinate meeting room set ups, oversee the scheduling of public computers, process audio-visual materials and troubleshoot audio-visual and a variety of work station equipment.

May assist librarians, other staff and library patrons with special interest programs and may coordinate the work of staff as assigned.

May catalog and classify library material under professional direction.

May assist with the sorting and shelving of library materials and the planning/creating of posters, displays and other art work.

Lifts and moves boxes of books, library supplies and related items weighing 30 pounds or less and pushes and/or 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.

**Class Characteristics:**

Library Technical Assistant (LTA) I is a multi incumbent class and is distinguished from the Library Clerical Assistant by the LTA I's performance of technical and para-professional duties involving the use of specialized knowledge. LTA I's perform their assigned duties with limited supervision.

**Contacts and Relationships:**

An LTA I establishes and maintains contact with staff in the Library. Additional contact will occur with the public/library patrons, book vendors and publishers.

**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.

Basic math as it relates to area assigned.

Customer service, receptionist and telephone techniques.

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

Computer applications related to area assigned.

Library and general office equipment.

**AND**

**Ability to:**

Perform responsible and technical library and related duties.

Understand and carry out oral and written instructions.

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

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

Communicate effectively orally and in writing and use judgment and initiative.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

Operate standard office and library equipment.

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

Prepare routine correspondence and reports independently and maintain files and records.

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

**Education:**

Graduation from high school.

**AND**

**Experience:**

Two years of experience at the Library Clerical Assistant level or completion of a Library Technical Certificate from an accredited community college.

**Special Requirements Include:**

A LTA I 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 evenings and weekends to accommodate City needs.

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

**Other:**

Bilingual ability may be preferred or required for some positions.

The ability to use a calculator quickly and accurately 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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