

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

LIBRARY ASSISTANT III - 1586

NOTE: formerly Library Assistant

DEFINITION:

Under immediate supervision, to perform a variety of paraprofessional duties in a branch library or a section of the Central Library; to assist librarians in technical library functions in a staff development capacity; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists patrons in using library facilities and locating desired materials;
- Researches and answers the more routine reference questions by checking indexes, directories, computerized sources, the Internet, lists, guides, and other information sources and performs data entry;
- Searches for library materials;
- Maintains collections such as pamphlets, pictures, maps, government documents, and other special files by assigning subject headings, reviewing information and discarding out-of-date materials;
- Maintains folders and records on events of a cultural or public service nature;
- Conducts tours of library facilities and instructs the public on library use;
- Explains library policies and rules, arranges and maintains book displays, bulletin boards, and other exhibits;
- Performs clerical functions as needed;
- Registers patrons using the integrated library system;
- Checks incoming books, periodicals, and other materials and prepares them for circulation;
- Checks shelves for proper placement of books and removes those in need of repair;
- Provides children's services and conducts patron training classes;
- Performs minor and routine book mending and troubleshooting patron issues with library computers;
- Takes inventory of book collections;
- May supervise the work of clerical employees and/or lead the work of Library Assistants and volunteers;
- Instructs the public in the use of library reference and information guides, directories, and index systems;
- Performs data entry and computer searches.

In a staff development capacity:

- Suggests books for reading to users;
- Recommends books for acquisition;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Recommends library materials to be discarded;
- Reviews gift books and makes recommendations on their disposition;
- Assists in preparing reading lists;
- Assists with preparation of grant proposals and requests;
- Develops special programs and fund raisers;
- Makes presentations on Library Services to schools and community groups;
- Assists with development and tracking branch or section budgets;
- Assists with public programs and promotions.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Successful completion of a community college certificate in Library Technology; **OR** Associate's Degree or equivalent education; **OR** two years of full-time paraprofessional library experience, which must include assisting patrons in locating information, books and articles by using reference materials, indexes, and electronic resources, and answering questions regarding the use and services of the library.