



## **LIBRARY ASSISTANT III**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION**

This position is responsible for performing a wide variety of complex and advanced paraprofessional library work; assists the Library Technical Services Manager in the day-to-day operations of the Library; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Library Assistant series. Positions at this level are distinguished from other classes in the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including assisting in the supervision of branch library operations, main library circulation activities, and in supervising lower level library positions. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from Library Technical Services Manager.  
Supervises staff at the Library's Lower Level Service Desk and the Technology Lab.

### **ESSENTIAL DUTIES** *(Include, but are not limited to the following)*

Schedule full-time and part-time staff for the lower level service desk and coordinate staff work schedules to cover absences and provide adequate coverage as needed.

Responds to general assistance inquiries of library patrons and assists the Lower Level Services desk in answering more complex questions.

Supervises the Library Technology Lab, scheduling events, coordinating staff, maintaining of equipment, and overseeing the general care of the facility.

Trains staff as needed on policies and procedures.

Oversees all audio-visual equipment in meeting rooms; trains staff and patrons on use of equipment.

Maintains the library portion of the city computer inventory, adding, editing and removing records as needed.

Troubleshoots and resolves complex problems in information technology areas that impact library media, includes but not limited to: networking, wifi, desktop and laptop PC's (hardware and software) and peripherals.

Acts as a liaison with PLAN and City IT support services.

Participates on committees and/or attends meetings as a library representative as required.

Other duties as assigned.

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

**Knowledge of:**

Public library purposes, practices, techniques and terminology.

Office and library procedures including computer applications and library automation.

Business math.

Principles and practices of hiring, supervision and training.

**Ability to:**

Understand, interpret and apply a body of technical information beyond normal department policies and procedures.

Supervise, train, assign, and evaluate the work of lower level library employees.

Understand and interpret appropriate integrated library systems.

Work nights, weekends, and shifts as assigned.

Communicate clearly and concisely, both orally and in writing.

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

**QUALIFICATIONS** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Three years increasingly responsible library paraprofessional experience comparable to that of a library assistant I/II for the City of Burlingame; or two years of experience comparable to that of a library assistant II in the City of Burlingame and the equivalent of an Associate of Arts degree with major course work in library science or a related field.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Ability to work in a standard library environment; ability to sit, stand, walk, kneel, crouch, squat, reach, and twist; ability to lift up to 50 pounds and push/pull up to 100 pounds.

A-802 LIBRARY ASSISTANT III  
AFSCME 829  
NON-EXEMPT  
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