SC-PAY GRADE 9

LIBRARY ASSISTANT III

DUTIES AND FEATURES OF THE CLASS:

The employee in this class performs a variety of high-level paraprofessional librarian duties, provides services to library patrons, and assists in directing/overseeing the paraprofessional staff and clerical employees; work is subject to administrative review by the Assistant Director or Director; personnel in this position must be willing to work evenings, holidays, and weekends (including Sundays) as the library schedule may require.

EXAMPLES OF WORK:

Performs/Oversees all functions of circulation desk; administers library programs such as circulation, reference, readers' advisory services, community services and public information; develops and presents basic library programs for adults or children; manages all phases of volunteer recruitment, communication, documentation and annual recognition; directs/trains cataloging staff; establishes cataloging priorities, procedures and policies; monitors production and adjusts efforts to maintain a smooth workflow; schedules and plans special projects and exhibits; provides routine reference and reader advisory services and assists patrons in material selection; monitors return fines and fees at the circulation desk; compiles/reports statistical data; utilizes an automated Integrated Library System (DE Library Catalog/DLC); assists in preparation of publicity materials and displays; recommends titles for library acquisition; participates in paraprofessional organizations; presents the library and its services in a positive manner and adheres to customer service guidelines and procedures as established by the library; may perform a variety of duties such as Children's Assistant, Circulation Coordinator, Volunteer Coordinator, Reference Assistant, Adult Services Assistant, Assistant Cataloger or Technical Services Assistant; participates in in-service training, attends meetings, workshops and conferences, reads professional literature to maintain awareness of developments in the field of library science; attends quarterly DLC module meetings and reports back to library staff; maintains procedural manuals; performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of principles, theories, procedures and concepts of library science and public library functions including references, classifications, cataloging, acquisitions, circulations, and/or young adult and children's library work; knowledge of media equipment and techniques; knowledge of reader interest levels; ability to plan, organize, direct and administer library activities; ability to establish and maintain effective working relationships with staff, associates, officials of other agencies, and the general public; ability to plan and oversee the work of others; ability to prioritize work; ability to maintain records and prepare reports, maintain databases, and create spreadsheets; ability to communicate using various electronic formats, including document transfer; ability to follow procedures consistently and as well as detail oriented.

QUALIFICATIONS:

Minimum Associates; Bachelor's degree preferred; with a minimum of 2 years' experience in a public library or any equivalent combination of education and experience that provides required knowledge, skills and abilities; working knowledge of Internet searches/navigation, Microsoft Office (Word, Excel, Outlook) and basic computer troubleshooting skills; excellent verbal and written communication skills.

ADDITIONAL REQUIREMENTS:

- Direct Deposit required
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license

Revised 8/2016