

LIBRARY TECHNICAL ASSISTANT III

PURPOSE AND NATURE OF WORK

Positions in this class are responsible for directing work flow at the circulation desk of a larger branch or regional library. Incumbents in this position work independently within established guidelines on routine and complex tasks. Work may involve standing or stooping for long periods of time, lifting books and pushing carts loaded with books. Each position reports to a Library Associate III or Regional Library Branch Manager and is not supervisory, although some incumbents may direct the work of lower level employees.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Oversees work flow at the Circulation Desk. Assists patrons with book selection and location, and reference questions. Registers new patrons, explains library policies and procedures, handles book requests, and checks books in and out. Collects overdue fines. Assists patrons with use of the automated computer system. Maintains materials on the shelves in numerical or alphabetical order, and re-shelves materials.

Handles circulation desk problems, including theft of materials, disputes with patrons over fines, or other policies. Balances monies associated with circulation functions and records daily cash totals. Prints and mails overdue notices. Gathers daily circulation statistics.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of standard library practices, policies, procedures and equipment.

Knowledge of the Dewey Decimal classification system.

Ability to learn and use various computer systems and software relevant to work assignment.

Ability to communicate effectively, both orally and in writing, to children and adults.

Ability to understand and carry out oral and written instructions.

Ability to maintain effective working relationships with other employees and the public.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent, plus additional training in library science, and progressively responsible experience working in a library or bookstore setting; or any equivalent combination of training and experience.