

Class Code: TBA DRAFT

Class Title: Library Technical Assistant (Formerly Library Assistant III)

Description: The Library Assistant III is a non-professional position performs complex library clerical and technical operations requiring tact, resourcefulness, advanced knowledge and independent judgement. The Library Assistant III supervises Library Assistants and Pages, and reports directly to department heads or library branch managers.

Typical tasks or assignments: The Library Assistant III oversees the daily operations and supervision of non-professional staff at any public service desk or department. They may assist professional staff in outreach, programming, and community engagement activities, exercising much independent judgement. The Library Assistant III may provide technical support to staff and the public for computer, digital, and technical initiatives, services, and activities. Persons in this class may be required to assist in the performance of some duties listed in subordinate classes. Performs other duties as assigned.

Minimum Qualifications and Requirements:

Education: Bachelor's degree from an accredited institution, preferably in Library and Information Science, English, Computer Science, or any other liberal arts field.

Minimum three years library experience.

Any satisfactory equivalent combination of training and experience.

Skills and Abilities:

Good interpersonal skills.
Demonstrated leadership skills.
Good oral and written communication skills.
Time management skills.
Knowledge of computer software and applications.
Organizational skills.
Attention to detail and flexibility.

Special Knowledge:

Sound knowledge of library policy and practice.
Knowledge of library materials and library classification systems.
Ability to plan and supervise the work of others.
Ability to meet and deal effectively with the general public.
Neat, courteous and efficient.