

TOWN OF SAN ANSELMO  
LEAD LIBRARY ASSISTANT

DEFINITION

To perform a wide variety of detailed clerical and paraprofessional library work, to assist the public in the use of the library and to assist other library staff in the completion of various duties as assigned. In addition, this promotional position has training and supervisory responsibilities similar to the Circulation Supervisor position that exists in other Marin libraries, in that they function as the lead employee in the Circulation Department of the library. The circulation staff supervised by this position consists of two part-time Library Assistants.

This is the experienced level class in the Library Assistant series. Employees at this level receive only occasional direction, are fully aware of the operating procedures and policies of the library and are expected to exercise initiative and considerable independence of judgment in performing assigned duties.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Town Librarian.

Exercises technical and functional supervision over Library Assistants.

EXAMPLES OF DUTIES

*Duties may include but are not limited to:*

Performs all the duties detailed in the Library Assistant job class.

Takes responsibility for planning and operating a superior Circulation Department.

Plans, directs and reviews the work of two part-time Library Assistants. Also directs Pages and Volunteers as needed.

Helps Town Librarian to interview and select new circulation staff and substitutes.  
Trains new circulation staff in library policies and work procedures.

Oversees scheduling of circulation substitutes to cover all absences of circulation staff.  
Helps Town Librarian create daily schedules for circulation staff to insure adequate circulation desk coverage at all times when the library is open.

Assists the public in all areas of circulation services.

Attends MARINet meetings as the circulation representative of the library. Attends MARINet training to learn new procedures and update skills and trains other staff, as needed, to follow these new procedures.

Oversees the completion of special circulation projects, such as updating magazine holdings or preparing circulation signs or brochures.

Updates the Circulation Procedures manual.

Keeps various library records and statistics and makes reports to the Town Librarian as needed.

Oversees the collection of money and alerts the Town Librarian when it is time to prepare deposits.

Participates in the library's supervisory team in coordinating reference and circulation functions.

Performs related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Basic customer service and telephone etiquette.

Principles and practices of supervision.

Basic mathematical computations.

Word processing and spread sheet preparation.

##### Ability to:

Work with various age levels, cultural and ethnic groups in a tactful and efficient manner.

Use a computer, printer, calculator, facsimile machine, photocopier, and other library related equipment. Type at a speed necessary for successful job performance.

Work firmly and courteously with the public and staff to create an orderly work environment.

Work effectively with interruptions.

Work shifts, including weekends and evenings as assigned.

Establish and maintain effective working relationships with those contacted in the course of work. Promote community interest and enthusiasm for library services.

Experience and Training:

The following combination of experience and training would provide the required knowledge, skills and abilities:

Experience: At least two years of experience in a public library setting.

Training: Equivalent to the completion of the twelfth grade. College level courses in library technology desirable (or equivalent course work at a college level.)

License or Certificate:

May need to possess a valid California driver's license.

Date: 10-23-02 Approved: Debra Stutsman  
Town Administrator