

**Title changed to Senior Library Assistant
(August 2001)**

CITY OF ONTARIO

CLASS CODE	1021	GROUP	5
DEPARTMENT REVIEW		DATE	
PERSONNEL APPROVAL	<i>[Signature]</i>		
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SUPERSEDES	N. A.		

LIBRARY ASSISTANT II

DEFINITION

This is paraprofessional work in a public library. Under supervision, is responsible for the day-to-day operation of a particular section of the library such as the circulation or mobile sections. Coordinates and oversees the work of subordinate employees. Work is reviewed by observation, conference and reports.

TYPICAL EXAMPLES OF WORK

Coordinates and oversees the daily operation of a section of the library. Schedules, trains, oversees, and assists in the selection of clerical staff and library pages; provides first hand observation of subordinate personnel for performance evaluations; responds to written and oral complaints or problems involving patrons; drafts procedures, maintains records and prepares reports for the section; proposes policies for management approval; performs related work as required.

QUALIFICATIONS, SKILLS AND ABILITIES

Minimum

Associate degree in Library Science or related field; one (1) year of experience at the Library Assistant I level or equivalent; knowledge of library techniques, methods and procedures; ability to plan and oversee the work of subordinate employees; ability to devise record-keeping systems and maintain records; ability to interpret manuals and oral instructions pertaining to library duties; ability to interpret, communicate, and implement library policies and procedures; ability to establish and maintain effective working relationships with other employees and the public, which includes patrons of various age and interest groups.

Desirable

One (1) year of experience in the supervision of the circulation section of a public library. Graduation from a four-year college with a bachelor's degree in Library Science or related field; knowledge of children's literature, story telling, and programming; knowledge of library research tools and methodology; ability to read and write a second language, particularly Spanish or Vietnamese.