

Summary of Duties: Performs routine professional, subprofessional and difficult clerical work in the Library Department which may include typing; and may supervise clerical personnel.

Distinguishing Features: A Library Assistant performs subprofessional library work, and related library clerical tasks which do not require the educational preparation necessary for fully professional library work and may supervise lower level clerical personnel working in a public library. This class is distinguished from other clerical classes in that all Library Assistant positions are found in the Library Department and all incumbents work in functions which are unique to that Department.

Example of Duties : Answers directional and nontechnical reference questions for library patrons; prepares library materials lists, bibliographies, indexes, and analytics under professional guidance; explains and demonstrates the use of card catalogs, indexes, and other guides to library materials; takes and fills interlibrary loan requests, making book, bibliographic, and uncomplicated subject searches as indicated; makes spot checks and short searches for missing library materials; may interview, select, train, and supervise Clerk Typists, Library Clerical Assistants, and Messenger Clerks; may assign duties to staff and revise finished work; interprets library policies and procedures for staff and public; reviews requests for library materials from closed storage areas when assisting at a reference desk; helps prepare exhibits and displays of library materials.

Checks bibliographies against library holdings; conducts tours of the library for visitors; makes bibliographic searches to verify and complete information furnished by operating units, and prepares replacement orders for all types of library materials and original orders for new titles and library materials; prepares orders for out-of-print and used library materials; processes gift books and makes these available for inspection and selection by Senior and Principal Librarians; maintains publishers' catalog, outstanding order, returned order, and series files, and other files dealing with the ordering process.

May perform routine professional, subprofessional and difficult clerical work for a Regional Manager such as scheduling substitute clerks and librarians and preparing biweekly reports of substitute time used; may hire and train exempt substitute clerks; may participate in regional workshops as a trainer; may be responsible for scheduling of regional equipment.

May maintain a map room containing a large collection of various types of maps; may examine added copies of library materials to

determine if they are the same as existing copies, and edit and abridge catalog card descriptions for these materials; may help maintain a patent room collection used for patent, copyright, and trademark searches; may catalog fiction materials, including the assignment of bibliographic descriptions and main and added entries, and may use automated bibliographic database to catalog library materials; may maintain an information file for directional questions; may type; may serve on public reference and/or circulation desks and interact with the public frequently; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of office practices, including filing, indexing, and cross referencing methods; a good knowledge of safety principles and practices; a good knowledge of the public library organization, activities, procedures, policies, aims, and services; a good knowledge of supervisory principles and practices; a working knowledge of correct punctuation, spelling, and grammatical usage; a working knowledge of books and related library materials; a working knowledge of the Dewey Decimal Classification System; a working knowledge of commonly used office machines and equipment; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of City personnel rules, policies and procedures; a general knowledge of reference procedures and problems, including standard reference and bibliographic sources; a general knowledge of the Library of Congress

subject heading list; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to prepare and use bibliographies, book lists, and indexes, and to make the best use of catalogs; the ability to make difficult file searches and to do accurate filing in library catalogs; the ability to do complex library clerical work and to make arithmetic computations; the ability to plan, assign, direct and review the work of others; and the ability to deal tactfully and effectively with other employees and the public.

Two years of library clerical experience at the level of Library Clerical Assistant. Four courses in library science in a recognized trade school, college or university may be substituted for one year of the required experience.

Physical Requirement: Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds and to stand for prolonged periods; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position should be.