DEPARTMENT: County Counsel       BY: Jeffrey G. Green       PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes__ No X__)

Adopt this resolution approving the attached revised class specification for the positions of Library Assistant I/II.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

The position of Library Assistant I is defined as an "entry-level" classification. This proposed specification revises the minimum qualifications for Library Assistant I to reflect that intent.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this revised class specification.

Revise this class specification as deemed necessary.

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COSTS: (X) Not Applicable
A. Budgeted current FY $____
B. Total anticipated costs $____
C. Required additional funding $____
D. Internal transfers $____

SOURCE: ( ) 4/5th Vote Required
A. Unanticipated revenues $____
B. Reserve for contingencies $____
C. Source description: Balance in Reserve for Contingencies, if approved: $____

SPECIAL INSTRUCTIONS: List the attachments and number the pages consecutively:

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CLERK'S USE ONLY:
Res. No.: 93-449       Ord. No.____
Vote - Ayes: _______       Noes: _______       Absent: _______
Approved ( )    Denied ( )    No Minute Order Attached ( )    No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:    
Recommended
Not Recommended
For Policy Determination
Submitted with Comment
Returned for Further Action

Comment: ____________________________

Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: Deputy

A.O. Initials: ______

Action Form Revised 5/92
MARIPOSA COUNTY

JOB TITLE: Library Assistant I/II

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under general supervision, to perform a variety of responsible sub-professional library and clerical work in support of the day-to-day library operations of the County, to assist patrons in the use of the library and related services, and to perform related work as assigned.

Library Assistant I is the entry-level classification. Initially under close supervision, incumbents learn and perform a variety of duties related to the circulation, reference, interlibrary loan, and collection monitoring operations of the library. This class is flexibly staffed with Library Assistant II, and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the requirements for Library Assistant II.

Library Assistant II is the full working level of the series, competent to independently perform the full scope of duties required. Incumbents may provide sub-professional library assistance in specialized areas of library service such as children's services, interlibrary loan, overdue processing, cataloging, or other areas as assigned.

SUPERVISOR: County Librarian

TYPICAL DUTIES

- Performs circulation work including checking materials in and out of the library and maintaining circulation statistics
- Processes returned materials and prepares them for reshelving
- Processes billings related to lost materials according to alphabetical, numerical, and categorical systems
- Collects, stacks, shelves and reshelves library materials
- Assists patrons with reference requests, and locates and provides requested materials and information to library patrons
- Assists and instructs patrons in the proper use of library equipment and reference sources
MARIPOSA: Library Assistant I/II

TYPICAL DUTIES (Cont'd):

- Performs basic cataloging of books and related library materials
- Assists in the development of special library programs and services
- Provides collection development recommendations related to the acquisition of new materials and the weeding of outdated materials from the library's collection
- Performs various tasks related to the selection, ordering, purchasing, distribution, and use of books and other materials
- Reads book reviews to determine if books should be recommended for addition to the library's collection
- Reserves library materials and notifies patrons of their availability
- Initiates and processes interlibrary loan requests
- Monitors condition of books/materials and performs necessary binding/repairs
- Processes library card applications and issues library cards
- Maintains current patron information and updates such information as needed
- Assists in the training of new library employees
- Prepares a variety of reports summaries, and correspondence related to assigned functions
- Assists in keeping the library in a clean, neat, and orderly condition
- Participates in special projects and assignments as directed
- Operates a variety of standard office and library equipment

EMPLOYMENT STANDARDS

Knowledge of:

- basic office practices and procedures including the operation of standard office equipment
MARIPOSA: Library Assistant I/II

Knowledge of (Cont'd):

- alphabetical, numerical and topical filing systems
- general functions and operations of a library
- basic arithmetic

Library Assistant II (in addition):

- structure and use of the Dewey Decimal classification system
- basic reference practices and sources
- library terminology and standard library practices

Ability to:

- sort and organize materials in alphabetical, numerical and topical order
- deal tactfully with a wide variety of library users
- maintain accurate logs and records
- type accurately at a rate sufficient to ensure successful job performance
- operate standard office equipment including typewriter, copier, calculator, and computer terminal
- make arithmetical calculations using addition, subtraction, multiplication, and division
- understand and carry out oral and written instructions
- be able to lift and carry up to 40 pounds
- be able to work shifts

Library Assistant II (in addition):

- locate, sort, and arrange materials according to the Dewey Decimal Classification and other specialized library index systems
- perform library circulation and basic reference work effectively
- use initiative and sound judgement within established guidelines
MARIPOSA: Library Assistant I/II

Ability to (Cont'd):

- operate library equipment including microfiche and microfilm readers
- refer library users to appropriate staff or other sources to resolve complex reference requests

A typical way to gain the knowledge, skill, and ability outlined above is:

Library Assistant I:

- equivalent to graduation from high school and two years working experience utilizing basic clerical skills with some public contact. College-level coursework in library science, literature, or a related field is desirable.

Library Assistant II:

- equivalent to graduation from high school, two years of college-level coursework in library science, literature, or a related field and two years of sub-professional library experience performing at the level of Library Assistant I. Additional sub-professional experience may be substituted on a year-for-year basis for the required education.

Creation date: 12/91
Revision date: 8/93
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