

MARIPOSA COUNTY  
BOARD OF SUPERVISORS

AGENDA  
ACTION FORM

DATE: December 10, 1991  
AGENDA ITEM NO.: 5

DEPARTMENT: Administration/Personnel BY: Catherine Harmon PHONE: 966-5694

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes: \_\_\_ No: X)

Adopt this resolution to approve the attached class specifications for Senior Library Assistant, Salary Range 140-156, Library Assistant II, Salary Range 130-146, and Library Assistant I, Salary Range 124-140, and accept transfers from Tuolumne County to Mariposa County, effective January 1, 1992, for the following employees with the following position allocations:

Mariposa County Library

Catherine Adams	Senior Library Assistant	Step 3	Full-Time
Joy Herron	Library Assistant II	Step 5	Full-Time
Doris Berrien	Library Assistant I	Step 1	Extra-Help
Janet Chase	Library Assistant I	Step 1	Extra-Help
Edie Edmiston	Library Assistant I	Step 1	Extra-Help
Elizabeth Sturm	Library Assistant I	Step 1	Extra-Help

El Portal

Gail Matteson	Library Assistant I	Step 1	Extra-Help
Bob Matthews	Library Assistant I	Step 1	Extra-Help
Paula Harrington	Library Assistant I	Step 1	Extra-Help

Red Cloud

Dorothy Converse	Library Assistant II	Step 1	Extra-Help
Ellen Fiske	Library Assistant I	Step 1	Extra-Help
Shirley Maxon	Library Assistant I	Step 1	Extra-Help
Jeanette O'Neil	Library Assistant I	Step 1	Extra-Help

Wawona

Miriam Loberg	Library Assistant I	Step 1	Extra-Help
Donna Freund	Library Assistant I	Step 1	Extra-Help

Yosemite

Margaret Anne Goodman	Library Assistant I	Step 1	Extra-Help
Dianna Lynn Johnston	Library Assistant I	Step 1	Extra-Help

Approval of this resolution will require modification of the current agreement between Mariposa and Tuolumne County's Agreement for Library Services contract.

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."

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Do not approve class specifications, salaries and/or not allow transfers.
2. Revise class specifications and salaries or transfer language as deemed necessary by the Board.

**COSTS:** ( ) Not Applicable  
A. Budgeted current FY \$ \_\_\_\_\_  
B. Total anticipated costs \$ \_\_\_\_\_  
C. Required Add'l funding \$ \_\_\_\_\_  
D. Source: \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**  
List the attachments and number  
the pages consecutively:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SOURCE:** ( ) 4/5ths Vote Required  
A. Internal transfers \$ \_\_\_\_\_  
B. Unanticipated revenues \$ \_\_\_\_\_  
C. Reserve for contingency \$ \_\_\_\_\_  
D. Description: \_\_\_\_\_  
Balance in Reserve for Contingencies,  
if approved: \$ \_\_\_\_\_

**CLERK'S USE ONLY:**

Res. No.: 91-586  
Ord. No.: \_\_\_\_\_  
Vote - Ayes: 5 Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
*MW* Approved ( ) Denied  
( ) Minute Order Attached

The foregoing instrument is a  
the original on \_\_\_\_\_ Action  
file in this office.

Date: \_\_\_\_\_

ATTEST: MARGIE WILLIAMS  
Clerk of the Board of Supervisors  
County of Mariposa, State of CA  
By: \_\_\_\_\_  
Deputy

**ADMINISTRATIVE OFFICER'S**

**RECOMMENDATION:**

This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further correct copy of

Comment: \_\_\_\_\_

A.O. Initials: 

**MARIPOSA COUNTY**

**JOB TITLE: SENIOR LIBRARY ASSISTANT**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Under direction, to direct, oversee and participate in the day-to-day activities and operations of a major branch of the library in a lead supervisory capacity, to provide lead direction to other library assistants, and to perform related work as assigned. Senior Library Assistant is a lead class in the sub-professional library series. Assignments at this level are characterized by the requirement to work at a high level of independence, by major responsibility for providing lead supervision over a large branch library operation, and by regular responsibility for providing lead supervision to Library Assistants at an assigned branch library facility.

SUPERVISOR: Librarian

**TYPICAL DUTIES**

- Oversees and directs the daily operations of a major branch library in a lead supervisory capacity
- Trains, assigns, coordinates and reviews the work of other Library Assistants in a lead capacity
- Assists in the interviewing and selection of assigned staff
- Establishes daily work schedules for branch employees and oversees daily operation of the library branch
- Orders needed supplies and equipment for branch operations
- Maintains the daily security of assigned branch facility
- Assists in the planning and implementation of library programs and services related to branch operations
- Participates in the work of the Library Assistant II classification including circulation, reference, interlibrary loan, basic cataloging, and other activities
- Prepares new materials for placement in the library's collection
- Maintains shelf lists, specialized patron records, and related records

**MARIPOSA: Senior Library Assistant**

- Coordinates and monitors the maintenance needs of the branch and arranges for major maintenance needs as required
- Prepares a variety of reports and correspondence related to branch operations
- Assists in the selection of book purchases for branch operations
- Withdraws/discards materials from the library's collection according to established departmental policy requirements
- Publicizes library activities and services in the community
- Attends a variety of meetings related to branch operations
- Instructs and demonstrates the use of library materials and equipment to patrons
- Refers complex reference questions to professional librarians at the main library facility
- Collects and accounts for all monies collected at the branch library site

**EMPLOYMENT STANDARDS****Knowledge of:**

- Dewey decimal classification system and related cataloging and indexing systems used by libraries and publishers
- basic supervisory practices including training, scheduling, assigning and appraising work
- library policies and procedures related to branch operations
- references and sources for identifying and locating materials to fill requests or for use by special populations
- library terminology
- organization and location of materials within the County's library system
- proper use of standard library equipment

**MARIPOSA: Senior Library Assistant****Ability to:**

- schedule, coordinate, and supervise the work of others in a lead supervisory capacity
- communicate effectively and tactfully in both oral and written form
- establish and maintain effective work relationships with those contacted in the performance of required duties
- type accurately at a rate required for successful job performance
- establish and maintain accurate reports and filing systems
- provide basic reference services to library patrons
- prepare reports related to assigned functions
- identify problem areas or situations, isolating problem causes, and taking appropriate action to resolve problems identified
- use independent judgement and make effective decisions
- lift and carry up to 40 pounds

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

- equivalent to graduation from high school and completion of two years college level coursework, and two years experience at a level equivalent to the County's Library Assistant II.

Creation date: 12/91  
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## **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:    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**

- 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 out-dated 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
- alphabetical, numerical and topical filing systems

MARIPOSA: Library Assistant I/II

- 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
- operate library equipment including microfiche and microfilm readers



MARIPOSA: Library Assistant I/II

- 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:**

- equivalent to graduation from high school and two years of college level coursework in library science, literature, or a related field.

Library Assistant II (in addition):

- in addition to the above, two years of sub-professional library experience performing at the level of Library Assistant I.

Creation date: 12/91  
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