



October 2020  
FLSA: Non-Exempt

## LIBRARIAN

### **DEFINITION**

Under direction, develops and provides the full range of technical and professional library services to District patrons; provides reference and readers' advisory services; advises and assists library patrons in use of library resources; oversees programming, collection development, and reference services for assigned areas; develops programs and services for target audiences; serves as "Librarian-in-Charge" for assigned shifts; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the District Director. Exercises direct supervision over hourly staff and/or volunteers as assigned.

### **CLASS CHARACTERISTICS**

This is the journey-level classification within the professional Librarian series. Incumbents are expected to function independently with programs, projects, or technical assignments, and lead projects and programs within their area of specialty. Incumbents are also expected to serve as "Librarian-in-Charge" for assigned shifts. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.*

- Provides reference services by conducting reference interviews to determine which books or materials patrons are seeking; provides readers' advisory services to recommend books and literature based on patron interests; advises and assists library patrons in use of library resources; performs bibliographic searches using both print and non-print sources; serves on the main reference desk; pulls books and materials for patrons; provides patron borrowing services.
- Plans, implements, and evaluates library programs, activities, and services which fulfill the diverse educational, recreational, and personal needs of the community; strategizes and coordinates programming activities for assigned areas in conjunction with other departments; develops new ideas for programs based on perceived patron needs and interests; schedules and plans the execution of program events; purchases supplies and manages program budgets; solicits assistance from outside organizations and community members to implement programs; coordinates promotion and outreach efforts with marketing staff; oversees the implementation of assigned programs.
- Participates in collection development activities for assigned areas including materials selection for the library's collection in print, audio, and electronic formats; reviews and researches new and popular publications; remains abreast of current literature and professional trends in delivering library services; assesses gaps in needs of the collection; selects books, periodicals, and materials including fiction,

nonfiction, graphic novels, and Spanish language literature; reorders damaged or lost items; manages assigned budget; periodically weeds Library collections.

- Provides technological assistance to patrons by teaching and troubleshooting on 3D printers, virtual reality, video gaming, and related equipment; maintains and troubleshoots electronic and on-line resources; assists patrons with computer and technology-related questions.
- Assists patrons with circulation functions and financial transactions.
- Prepares and submits reports of activities to the District Director or others as required.
- Reviews and makes recommendations on purchases, repair or discard of books and other library materials.
- Participates in library publicity and public relations activities; prepares displays and exhibits, flyers, posters, brochures, and social media posts; plans book displays for assigned area; selects materials and prepares graphics to generate publicity; provides virtual programming and other remote services via camera for all age groups served.
- Attends and participates in professional library meetings, conferences, workshops, seminars, continuing education programs, and network committees; reads professional literature and attends and participates in staff meeting discussions; leads meetings, committees, or projects intended to enhance services or promote consistent policies and procedures across the District.
- Ensures safe operations and addresses customer or staff issues; responds to suggestions, requests, or concerns from library users or community members.
- Serves on a variety of ad-hoc staff committees as assigned by the District Director; attends and represents the Library District at various professional organization meetings and events as assigned by the District Director.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

When assigned to Children's and Family Services:

- Plans and performs story times for young children and their families and caregivers; recommends and approves songs, books, and early literacy strategies to incorporate into story time programs to foster children's brain development; may perform story time programs in both English and Spanish.
- Develops and implements programming for children, young adults, and their parents; logs and distributes prizes for various children's reading programs; researches and orders Spanish language children's books to ensure they are appropriate upon translation; reminds children to stay quiet and move around the library properly; advises parents and caregivers to remain in the immediate vicinity of children while inside the library.
- Adopts a connected learning approach to presenting programs, classes, and events which educate, inform, and inspire children.
- Instructs children and caregivers in information gathering skills, research skills, and digital literacy skills.
- Conducts training programs with school groups for early education development; focuses programs on establishing school readiness for children.



When assigned to Teen Services:

- Develops and maintains effective relationships and coordinates outreach efforts to local schools, community organizations, and nonprofit groups to promote library services, programs, and collections; collaborates strategic programming efforts with outside groups; reaches out to schools to schedule and arrange site visits; seeks assistance from outside organizations to help with programming; meets with individuals from different organizations to discuss possible future programs.

**QUALIFICATIONS**

**Knowledge of:**

- Principles, practices, procedures, techniques, and materials of professional library work, including library reference, collection development, and other professional library services.
- Principles, techniques, and procedures in cataloging, indexing, classifying, and organizing library materials.
- Principles and techniques used in bibliographic research.
- Modern public library organization, procedures, and policies.
- General library materials selection standards.
- Application of Dewey Decimal Classification system, Library of Congress Subject Headings, and other special organizational systems in use in the Library.
- Library services and available resources.
- Print and electronic resources and internet searching required to perform reference work for adults and children.
- Reference interview methods and research skills.
- General familiarity with the District's collection.
- Current events, literature, and standard works in various fields.
- Reference sources and methods to serve adults and children.
- Principles, practices, and techniques of public relations, community outreach, and service promotion to publicize library services, programs, and events.
- Recent technological, professional, and societal developments, trends, current literature, and sources of information related to areas of assignment.
- Developmental, educational, and recreational needs of library patrons including children, adolescents, and adults.
- Applicable federal, state, and local laws, codes, and regulations, including administrative policies and procedures.
- Record keeping principles and procedures.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar. *Some incumbents may be required to communicate effectively in Spanish or other languages designated by the District.*
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Plan and conduct the activities, programs, projects, and operations of a specialized library function.

- Perform professional library tasks as assigned including reference, readers' advisory, library program and service development, collection development, and cataloging.
- React tactfully and diplomatically during interactions with staff, the public, and community groups, while appropriately adhering to and enforcing sound library policies, procedures, and practices.
- Demonstrate initiative and sound judgment necessary to make responsible decisions as Librarian-in-Charge or in the absence of the District Director.
- Organize and manage workflow for self and others.
- Resolve interpersonal conflict.
- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Research and write grant applications.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Analyze difficult problems and recommend solutions.
- Prepare and present reports that conform to prescribed style and format.
- Prepare and deliver effective presentations before patrons, community groups, and others.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Work effectively with a diverse clientele including patrons of all ages.
- Maintain a strong service orientation and a demonstrated dedication to quality customer service.
- Understand and effectively utilize social media platforms and applications.
- Respond to common inquiries or complaints from Library customers and report outcomes to the District Director.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural, guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to a master's degree from an accredited college or university with major coursework in library and information science or a related field.

Experience:

- Two (2) years of increasingly responsible relevant library, customer service, or related experience.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.



**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Occasional evening and weekend work may be required as job duties demand.



October 2020  
FLSA: Non-Exempt

## HISTORIAN

### **DEFINITION**

Under direction, performs a variety of professional activities in support of the District's historic collections; collects, catalogs, organizes, and preserves historical artifacts and special collections deemed to be of historical value to the community for the Library District; researches local history questions received by the public; collaborates, consults, and serves as a liaison with outside organizations and local public and private community agencies regarding local history issues; catalogs and oversees metadata for the entire historical collection; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the District Director. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is the journey-level professional classification with responsibilities in the specialized area of historic preservation of District artifacts and collections. Incumbents are expected to function independently with programs, projects, or technical assignments, and lead projects and programs within their area of specialty. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.*

- Researches, acquires, catalogs, transports, and preserves historical and archival materials including physical property, intellectual property, and metadata; processes historical materials received from local agencies and community groups; categorizes and ensures the relevance of documents and artifacts pertinent to the District's and region's history; develops, arranges, and describes archival collections in accordance with accepted standards and practices for public reference and use.
- Researches local history questions received by the public; contacts local historians, national and state agencies, and other sources, and researches rare books, special books, and microfilm related to local history to seek answers to patron questions; communicates findings to patrons; transports physical books, historical artifacts, and other collections to provide greater public accessibility.
- Collaborates, consults, and serves as a liaison with outside organizations and local public and private community agencies in the region including historical societies, museums, City Hall staff, Indian groups, developers, builders, and Indian reservation staff regarding projects which impact local history; provides information regarding historical aspects of the land, local buildings, and communities being developed to various stakeholders; documents and corresponds with outside organizations regarding inquiries to the District's historical collections.



- Preserves and stores materials and artifacts, including antique and fragile items, in the Library's collection, relevant to the local community, to prevent these items from being damaged.
- Scans, uploads, and preserves materials submitted by other local jurisdictions; fixes call numbers and online categorization of historical material including photos, documents, and other artifacts.
- Estimates the value of historical materials; researches online sites to assess the cost to replace certain artifacts based upon understanding of the historical context of these items; establishes historical context of artifacts, materials, and related data.
- Gathers data and historical information from local residents and community groups; attends events and documents, records, films, and edits film of oral history interviews and local history related events.
- Collects, sorts, secures, processes, digitizes, and preserves metadata in an automated database system; ensures archives include a history of metadata showing a trail of ownership, catalogue rights, user abilities, and a physical location for patrons to access; ensures archives are universally accessible online; learns and utilizes software in metadata and preservation.
- Answers reference questions and assists staff at the public service desk as assigned; researches historical/archival materials and instructs the public in the most effective use of the Library's collections and historical information; performs professional library work as assigned; organizes exhibits and displays.
- Researches costs for materials including furniture, equipment, and supplies, and provides justification to the District Director for potential purchase; may request donations from the Friends of the Library to purchase desired materials; researches and applies for outside funds and grants.
- Stays abreast of trends in historical collections and archiving functions; reads professional literature; attends and participates in meetings and training as requested.
- Responds to suggestions, requests, or concerns from library users or community members.
- Serves on a variety of ad-hoc staff committees as assigned by the District Director.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, procedures, techniques, and materials used in collection, preservation, and archiving of historical artifacts in a library setting.
- American history, local history, and local groups and organizations which refer to the District's historical information.
- Film editing and recording procedures for local history interviews.
- Principles, techniques, and procedures in cataloging, indexing, classifying, and organizing library materials.
- Principles, practices, procedures, techniques, and materials of professional library work, including library reference, collection development, and other professional library services.
- Principles and techniques used in research.
- Recent technological, professional, and societal developments, trends, current literature, and sources of information related to areas of assignment.
- Applicable federal, state, and local laws, codes, and regulations, including administrative policies and procedures.

- Recordkeeping principles and procedures.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Plan and conduct the activities, programs, projects, and operations of a specialized historical collection, preservation, and archiving function.
- Organize and catalog the District's historical collection of artifacts and records.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Prepare and deliver effective presentations before patrons, community groups, and others.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural, guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:**

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in history, archives, library science, or a related field.

**Experience:**

- Three (3) years of experience in historical preservation, library services, archiving, or a related field.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.



**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



October 2020  
FLSA: Non-Exempt

## LIBRARY TECHNICIAN

### **DEFINITION**

Under general supervision, performs a variety of technical and clerical duties in support of the Library's collection, circulation, and administrative functions; orders, receives, catalogues, and processes new materials for the District; prepares new materials for placement in the library collection; serves as Clerk to the Board of Trustees; oversees Interlibrary Loan and Zip Book programs; organizes and repairs books and materials; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and management staff. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

This is a fully qualified journey-level classification which performs the full range of technical and clerical support tasks for the District, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.*

- Orders, receives, catalogues, and processes new books, DVD's, audiobooks, magazines, and other materials for the Library's collection; researches and selects available books and materials for inclusion in the Library's collection in a variety of formats through vendors and catalogs; searches popular books at other libraries for possible inclusion in the Library's collection; reads library-oriented periodicals, websites, book reviews, and bestseller lists for recommendations regarding materials to add to the collection; processes book requests from patrons and staff.
- Dates, stamps, barcodes, and tags books and materials to be added to the Library's catalog; fixes cataloging errors including incorrect call numbers, labels, or bar code errors with new, correct call numbers, bar codes, and labels; places labels and shield protectors on books; inputs information regarding new books and materials to the Library's catalogue system.
- Oversees the Interlibrary Loan (I.L.L.) program; processes I.L.L. requests from patrons or other libraries; contacts other libraries for availability of requested materials; receives, tracks, and prepares books to be mailed to patrons; delivers books to the post office or contacts patrons to pick up books as requested; tracks books and materials being loaned out and received; updates library catalog to reflect materials being loaned to other libraries; tracks related I.L.L. program statistics.



- Serves as Clerk to the Board of Trustees; publishes meeting agendas; takes and transcribes minutes of Board meetings.
- Fixes and mends books and other materials as directed; glues spines, tapes ripped pages, rewraps laminate on books, and prepares covers for materials; replaces damaged or unsightly DVD cases; produces new spine labels to replace incorrect or faded labels; withdraws books and materials from the collection if damaged.
- Oversees the Zip Books program for the Library by accepting and processing patron requests, ordering books, and keeping statistics for the program; submits requests to the State of California for reimbursement of related expenses.
- Coordinates and runs the computer lab program; tutors and assists patrons on how to use computers, tablets, or smartphones, word processing and spreadsheet software, and how to conduct internet searches; answers patron questions regarding computer, cell phone, or other technology issues.
- Weeds and discards books, magazines, and other materials from designated areas of the collection.
- Covers the Library's Circulation Desk as needed; checks books and materials in and out for patrons; answers reference questions; assists patrons with finding specific books; places book holds for patrons; operates cash register and processes patron fees and fines.
- Receives, sorts, and routes incoming mail; assists with various administrative tasks including scanning, printing, copying, and filing documents; prepares spreadsheets and tracks invoices, expenditures, and credit card expenses and payments.
- Operates a variety of office equipment including desktop computers, copy machines, printers, postage machine, telephone, cash register, and laminator.
- Serves on a variety of ad-hoc staff committees as assigned by the District Director.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Best practices in library services.
- Library terminology, procedures, policies, and techniques.
- The Dewey Decimal classification system.
- Machine Readable Cataloging (MARC) fields and tags.
- Techniques for tutoring patrons in computer use.
- Techniques for researching popular books and materials.
- Cataloging and classification systems, practices, and related software applications.
- Administrative support practices including scanning, copying, printing, and filing documents.
- Popular books, authors, publishers, and materials contained within the Library's collection.
- Basic math.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Order, receive, catalog, and process requests for books and materials.
- Detect and correct errors in library cataloging functions.
- Fix and mend books and other materials.
- Effectively perform administrative support functions including scanning, copying, printing, and filing documents, and processing mail.
- Create tables using spreadsheet software to track expenditures and manage budgets.
- Read and create MARC records.
- Follow detailed oral and written instructions.
- Learn new protocols, policies, and tasks.
- Learn and stay current with emerging technology.
- Demonstrate effective time management and organization skills and pay attention to detail.
- Allocate limited budget resources in a cost-effective manner.
- Exercise patience when teaching patrons how to use library technology.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:**

- Equivalent to completion of the twelfth (12th) grade.

**Experience:**

- Two (2) years of responsible administrative, customer service, or paraprofessional support experience in a library setting or a related industry.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.



**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



October 2020  
FLSA: Non-Exempt

## LIBRARY ASSISTANT

### **DEFINITION**

Under general supervision, provides a variety of paraprofessional library services to District patrons to meet the informational, educational, and recreational needs of the community; develops and conducts a variety of programs geared for children and families; advises and assists library patrons in use of library resources and equipment; assists with visual displays for assigned areas; checks materials in and out; organizes and shelves materials; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and management staff. Exercises technical and functional direction over, and provide training to, less experienced staff.

### **CLASS CHARACTERISTICS**

This is the journey-level paraprofessional classification within the Librarian series. Incumbents are expected to function independently with programs, projects, or technical assignments, and lead projects and programs within their area of specialty. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.*

- Creates, plans, and conducts library programs for children, teens, and adults; creates and delivers library programming including story times, bilingual story times, and other programs for young children and their families and caregivers; recommends and selects books, games, and early literacy strategies to incorporate into story time programs; may perform story time programs in both English and Spanish; delivers programs in person or virtually in a friendly and enthusiastic fashion to best engage the interest of participants.
- Meets with parents and children to assess and discuss their needs and interests for library programming; develops programs based on their interests including music and dancing for children as well as bilingual programs; prepares and delivers family programs and special events for library patrons; observes, guides, and gives instruction to children to ensure their safety throughout the library facility.
- Trains, assigns work, and directs assigned staff; creates manuals and instruction guides for assigned staff.
- Serves at circulation desk; receives and responds to questions from the public; answers telephones; assists patrons with locating books and materials; checks patron books and materials in and out; answers reference questions; hands out supplies to patrons, such as board games, pencils, bookmarks, and craft



supplies; checks patron accounts to assess whether they owe any fines or fees to the Library; collects fines and fees; processes payments via cash register; issues receipts.

- Provides technology assistance for patrons logging into public computers and utilizing related equipment; provides instruction including methods to access and navigate the internet, retrieve information from online sources, create, print, and save documents, and create and access email accounts.
- Participates in preparing and maintaining library displays; sets up, takes down, and changes displays as needed; takes pictures of displays and library program events and uploads them to District social media sites; decorates billboards with story time, holiday, or seasonal theming.
- Oversees the District's social media platforms; creates flyers to promote library programming; creates calendars for all library programming; manages times and dates for said programs.
- Shelves new books and materials; organizes shelves; places books on display; sorts returned items and places on proper bookshelves; labels incoming books with accelerated reading level stickers; cycles out new books from the new book display.
- Takes inventory of programming supplies and materials; orders supplies when needed; purchases and creates crafts for story times and other programs; collaborates with local businesses to request donations for program supplies.
- Prepares a variety of statistical reports regarding library programming.
- Serves on a variety of ad-hoc staff committees as assigned by the District Director.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Developmental, educational, and recreational needs of library patrons including children, adolescents, and adults.
- Library terminology, materials, resources, policies, procedures, and techniques.
- Best practices in library services.
- Children's literature, early literacy, and early educational practices.
- Techniques for establishing and implementing library programs and special events.
- Principles, techniques, and procedures in cataloging, indexing, classifying, and organizing library materials.
- The District's collection.
- The Dewey Decimal classification system.
- Outreach and publicity methods and programs.
- Applicable federal, state, and local laws, codes, and regulations, including administrative policies and procedures.
- Recordkeeping principles and procedures.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with contractors and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Plan and conduct the activities, programs, projects, and operations of a specialized library function.
- Understand community needs and prepare and conduct various types of library programming to meet those needs.
- Prepare and deliver effective presentations before patrons, community groups, and others.
- Exhibit creativity in decorating library rooms and preparing programs for patrons.
- Effectively provide staff leadership and work direction.
- Work effectively as part of a group or team.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- File library material and locate books using the Dewey Decimal system.
- Work effectively with a diverse clientele including children of all ages and their family members.
- Maintain a strong service orientation and a demonstrated dedication to quality customer service.
- React tactfully and diplomatically during interactions with staff, the public, and community groups.
- Adhere to and enforce sound library policies, procedures, and practices.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:**

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in library information science, communications, education, or a related field.

**Experience:**

- Two (2) years of library support, customer service, administrative support, teaching, child development, community organizing, or related experience.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.



**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



October 2020  
FLSA: Non-Exempt

## LIBRARY CLERK

### **DEFINITION**

Under general supervision, performs a variety of clerical and administrative support duties for the District; assists patrons with their circulation needs; checks books and materials in and out; processes patron fines and fees; collects, sorts, and shelves library books and materials; provides technology assistance to patrons; answers telephones; serves as first contact for Library patrons; helps design and maintain library displays; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and management staff. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

This is a journey-level classification which performs the full range of clerical and administrative support tasks for the District, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.*

- Assists patrons at the circulation desk; answers inquiries regarding library services and programs; directs patrons to requested locations within the library; answers telephone calls and transfers calls to other Library departments where needed; processes telephone renewals and holds; answers some reference questions and seeks reference assistance from other staff where needed; accesses the online catalog and answers patron questions regarding accessing the Library's online catalog; assists the public in making the most effective use of the online catalog and library resources.
- Checks library materials in and out; processes library card applications online, in person, and over the telephone; processes new book requests, requests for Inter Library Loans, and ZIP requests from library patrons; records daily statistics at the circulation desk.
- Checks patron accounts to assess whether they owe any fines or fees to the Library; collects fines and fees; processes payments via cash register; issues receipts; updates the Library database system accordingly.
- Provides technology assistance for patrons accessing public computers and internet sites and utilizing related equipment including printers, copiers, and microfilm machines; assigns computers and processes computer reservations for patrons.



- Plans, designs, maintains, and changes library displays; prepares displays for various holidays, seasons, and library programs; creates artwork and graphics geared towards certain featured books; pulls books and other materials for display cases; creates posters and signs to publicize library programs.
- Assists with performing library opening and closing procedures, such as locking/unlocking doors, turning off/on lights, turning off/on computers, and general cleanup of the library.
- Shelves books and materials; sorts returned items and places them on proper bookshelves; retrieves library materials from book drops; collects, receives, and processes returned materials; regularly monitors book drops; checks in books and materials received from book drops; organizes books and materials.
- Performs weeding functions; selects paperback books, dilapidated books, and books which have not been checked out over a certain time period from the Library collection.
- Files documents and library materials according to Library procedures.
- Operates a variety of office and business equipment including desktop computers, printers, telephone, and cash register.
- Serves on a variety of ad-hoc staff committees as assigned by the District Director.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern public library terminology, organization, procedures, policies, and techniques.
- General office business and administrative practices.
- Library classification and shelving systems and methods.
- Basic principles of handling cash including operating cash registers.
- Application of the Dewey Decimal Classification system and other special organizational systems in use in the Library.
- Current events, literature, and standard works in various fields.
- Reference sources and methods to serve adults and children.
- Print and electronic resources and internet searching required to perform reference work for adults and children.
- Purposes and functions of a public library.
- Effective public relations techniques.
- District workplace rules and procedures.
- District and mandated safety rules, regulations, and protocols.
- Basic mathematical computations.
- Recordkeeping and filing principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Perform general clerical and computer based work.
- Learn and become proficient in functions required to perform job duties.
- Work effectively, independently or as part of a team, to complete tasks as assigned.
- Follow detailed oral and written instructions.
- Maintain a strong service orientation and a demonstrated dedication to quality customer service.
- Adhere to and enforce sound library policies, procedures, and practices.
- Ask for assistance or seek further training/education when needed.
- Ensure safety for patrons and staff.
- Learn the Dewey Decimal Classification system.
- Pay attention to detail and exhibit efficient organizational skills.
- Accurately file materials according to Library filing rules using alphabetical and numeric filing systems.
- Maintain accurate files, logs, records, and basic written records of work performed.
- Courteously respond to common inquiries or complaints from Library customers and report outcomes to a supervisor.
- Follow department policies and procedures related to assigned duties.
- Perform basic mathematical computations.
- Use databases and the internet to answer reference questions.
- Input and query data using computer systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Learn, understand, and apply pertinent policies and work standards.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:**

- Equivalent to completion of the twelfth (12th) grade.

**Experience:**

- Two (2) years of increasingly responsible clerical, administrative support, customer service, or library related experience.

**Licenses and Certifications:**

- N/A

**PHYSICAL DEMANDS**



Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required, as well as standing for long periods of time. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



October 2020  
FLSA: Non-Exempt

## LIBRARY AIDE

### **DEFINITION**

Under direct supervision, performs routine clerical work for the Library District; collects, sorts, files, and shelves books, magazines, digital media, audiobooks, and other library materials; retrieves library materials from books drops and storage areas; provides patron services such as locating materials and checking books in and out as directed; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from assigned supervisory and management staff. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is an entry-level classification. Initially under close supervision, incumbents with basic related experience learn to perform the full range of manual and clerical support duties and direct questions from library patrons to the appropriate staff. As experience is gained, assignments become more varied and are performed with greater independence. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience. This class is distinguished from the Library Clerk class series in that the latter performs the more complex and technical library activities that require additional knowledge, skills, and experience.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.*

- Collects, sorts, files, and shelves books, magazines, digital media, audiobooks, and other library materials; maintains accurate filing of shelved materials; retrieves library materials from books drops and storage areas; collects, receives, and processes returned materials.
- Interacts with library patrons and provides patron services at the circulation desk; answers the telephone and processes telephone renewals and holds; answers questions from patrons such as the location of certain books or sections of the library; refers reference questions to appropriate staff; assists patrons with public computers and with printing, e-mailing, and saving computer files and other technology related issues; some incumbents may be required to exhibit bilingual (English/Spanish) skills via telephone, in person, and by translating documents.
- Checks books and materials in and out for library patrons; assists patrons with finding books and materials via digital card catalog system, as requested; retrieves materials for patrons; places materials on hold; issues new library cards; may be assigned to operate cash register, collect fines and fees, and provide receipts as requested; records daily statistics at the circulation desk.



- Decorates library rooms for holidays, upcoming seasons, or special events; prepares gift bags and packets for children participating in summer reading programs; retrieves books and other materials for children's programs; orders kits and materials for teen and adult programs; sets up and cleans up library facilities for story time and other library programs; observes and guides children to ensure their safety throughout the library facility.
- Performs general library maintenance duties including cleaning and buffing DVD's and other materials; keeps library premises clean and in good order; retrieves loose books and materials; assists with opening and closing procedures as requested.
- Inspects books and materials for damage and removes damaged items from shelves; pulls books designated for discard, as directed; queries library database regarding checkout information and pulls books from the collection which have not been checked out for some time; participates in shelf reading as assigned.
- Performs office clerical duties; files documents including information regarding library cards as well as fliers and other library materials according to Library procedures; operates a variety of office and business equipment.
- Serves on a variety of ad-hoc staff committees as assigned by the District Director.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- The Dewey Decimal and other alphabetical and decimal numeric filing systems.
- Purposes and functions of a public library.
- Effective public relations techniques.
- District workplace rules and procedures.
- District and mandated safety rules, regulations, and protocols.
- Basic mathematical skills.
- Recordkeeping and filing principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Learn the Dewey Decimal Classification system and other special organizational systems in use in the Library.
- Consistently apply Library policies and procedures according to available guidelines.
- Pay attention to detail and exhibit efficient organizational skills.
- File materials accurately according to Library filing rules, using alphabetical and numeric filing systems.
- Maintain accurate logs, records, and basic written records of work performed.
- Respond to requests and inquiries from the general public.

- Ask for assistance or see further training/education when needed.
- Follow department policies and procedures related to assigned duties.
- Perform basic mathematical computations.
- Understand and follow oral and written instructions.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Learn, understand, and apply pertinent policies and work standards.
- Maintain routine files and records.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- For some positions, communicate clearly and concisely, both orally and in writing, using appropriate Spanish grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to completion of the tenth (10th) grade.

Experience:

- None. Desirable qualification: read, write, and speak Spanish.

**Licenses and Certifications:**

- N/A

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required, as well as standing for long periods of time. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.





October 2020  
FLSA: Non-Exempt

## CUSTODIAN

### **DEFINITION**

Under general supervision, performs a variety of semi-skilled custodial work involving the care, maintenance, and cleaning of the Library's interior and exterior during designated hours; provides building and maintenance services to the Library building and grounds to ensure a safe and welcoming atmosphere for both library staff and the public; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey level classification is responsible for independently performing custodial care, maintenance, and cleaning duties within assigned areas or facilities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.*

- Sweeps, strips, mops, disinfects, waxes, and cleans floors, walkways, and other designated areas.
- Dusts, cleans, waxes, and/or polishes furniture, woodwork, copy machines, and other equipment.
- Cleans, sanitizes, and disinfects handles, doorknobs, restrooms, kitchens, drinking fountains, partitions, sinks, basins, toilets, urinals, and floor surfaces, as well as glass, mirrors, chrome, and stainless-steel fixtures.
- Fills soap and paper dispensers; stocks and maintains toilet paper, tissue, paper towels, cleaning agents, bleach, surface cleaners, sanitary gloves, trash liners, mops, brooms, vacuum bags and filters, soap, and sanitary containers; tracks supply inventory; requests tools, equipment, and supplies when needed.
- Performs routine inspections of the Library building to ensure entryways, furnishings, electrical, plumbing, woodwork, floors, walls, shelving, doors, restroom facilities, and kitchen area are in good repair and presentable order.
- Cleans and washes interior and exterior windows and walls, glass panels, and showcases.
- Empties, cleans, and replaces wastebaskets, recycling receptacles, and trash can liners; delivers trash to dumpsters; separates discarded items for recycling; picks up and discards trash located in and around the Library interior and exterior.

- Vacuums and spot cleans rugs, mats, and carpets; operates carpet cleaner machine; shampoos carpets as needed.
- Performs routine checks of doors, locks, and keys to ensure securities are in place by properly closing and locking doors and windows and furnishings of the library; activates building security alarms; contacts alarm company when false alarms are activated.
- Maintains proper standards of cleanliness in assigned areas; refers public inquiries to the appropriate staff.
- Fills out incident report forms immediately following any incident and forwards completed forms to the District Director or Library Manager; notifies staff of any maintenance situation that requires special handling and possible restrictions.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic facilities custodial techniques, tools, equipment, and supplies.
- Proper cleaning methods and the safe usage of cleaning compounds.
- Cleaning compounds, sprays, solutions, powders, soaps, and waxes utilized in the performance of custodial services.
- Methods for buffing and polishing floors and other surfaces.
- Use and operation of a variety of custodial equipment.
- Principles and practices of work safety.
- Safety procedures of equipment and materials used.
- Basic principles of recordkeeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed

### **Ability to:**

- Perform all facets of building and facilities custodial work.
- Operate a variety of custodial equipment.
- Clean and care for assigned areas.
- Follow oral and written instructions.
- Select appropriate equipment, cleaning agents, and other supplies for various custodial duties.
- Know and understand operations and observe safety rules.
- Learn, understand, and apply pertinent Library policies, procedures, and work standards.
- Establish or adjust work procedures and schedules to meet changes in the work environment.
- Ask for assistance or seek further training/education when needed.
- Maintain routine files and records.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.



- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

- Two (2) years of custodial experience.

**Licenses and Certifications:**

- N/A.

**PHYSICAL DEMANDS**

Must possess mobility to work in District business offices and facilities, and strength, stamina, and mobility to perform medium to heavy physical work, to work around cleaning machines, to operate varied custodial equipment, and to operate a motor vehicle and visit various District sites; vision to read printed materials, computer screen, and to inspect and operate equipment; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to perform tasks. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate any tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office or facility environment with moderate noise levels and controlled temperature conditions. Employees are exposed to cleaning materials, disinfectants, chemicals, and related hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.