

LIBRARY ASSISTANT II

SALARY: \$3,238 to \$4,557 monthly (26 pay periods annually)

FINAL FILING DATE: We are accepting applications until closing at 5 pm, May 18, 2021.

IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.

THE POSITION

The Human Resources Department is accepting applications for the regular and full-time position of Library Assistant II in the Parks, Recreation & Libraries Department. The employment list that will be established from this recruitment may be utilized to fill future regular, temporary, and limited term vacancies in the City for the duration of the list. The normal work schedule will vary based on the hours of operation for the libraries and will occur during any of the following days/times: Mon-Wed 8am – 7pm, Thur-Sat 8am-5pm, and Sun 11am-5pm.

The City of Roseville promotes a no smoking atmosphere.

THE CITY

The City of Roseville (COR) incorporates the following Core Competencies as part of the City's culture:

- Focus on people: Develop and deliver service-oriented solutions that meet or exceed expectations.
- Build trust: Ensure honesty and integrity to gain confidence and support of others.
- Ensure accountability: Take responsibility for the outcomes of one's own work and foster a sense of ownership in others.
- Communicate effectively: Deliver clear, concise messages and actively listen to ideas and questions.
- Collaborate inclusively: Build effective working partnerships, alliances, and teams.
- Make quality decisions: Make sound, timely decisions and recommendations.
- Be adaptable/agile: Change approach or methods to best fit the situation and effectively balance competing priorities.

THE DEPARTMENT

The City of Roseville Parks, Recreation & Libraries Department incorporates our culture into our everyday interactions with our co-workers and our community.

- Take Pride - We're proud of the services that we provide to our residents.
- Be Creative - We encourage an environment that allows for passion and innovation.
- Always Improving - We embrace change by fostering opportunities to learn, adapt and grow.
- Work As a Team - Teamwork makes us stronger, more efficient and adds value to our department.
- Make it Fun - We celebrate our co-workers, achievements and successes.

DEFINITION

To perform a variety of responsible clerical tasks in support of library operations in circulation, technical and virtual library services.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Library Assistant series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory staff.

May exercise technical and functional supervision over lower level library staff as appropriate.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Assist in classifying and cataloging a variety of materials for inclusion in the library collection; enter and maintain records of holdings; assist in processing and quality control of new materials.
- Repair a variety of collection materials such as magazines, art prints and books, including reinforcing spines and taping torn pages; prepare books to be sent to the bindery.
- Maintain and process financial records for purchase orders, card purchases and payment requests; place vendor orders; process invoices for payment; receive and route materials.
- Receive and process holds and inter-library loan requests; contact customers about damaged or missing material; calculate and assess related fees; check in and prepare materials for return to circulation; prepare vendor orders; verify new or repaired library material shipments with on-order records.
- Register new customers and issue library cards; charge and discharge materials at the front desk; explain library services and circulation policies and procedures, including hold practices; assist customers with overdue materials and claimed return procedures; accept payments and balance cash drawer.
- Assist customers with information inquiries in person, by telephone or e-mail; help customers in identifying and locating library materials and in using a variety of equipment and processes such as self-check machines, printers, copiers, typewriters, and internet access and usage.
- Sort and distribute daily deliveries; locate, retrieve and shelve books and other materials according to procedure; compile data and statistics; prepare summary activity reports.
- Participate in library programs and events as assigned.
- Assist in training, assigning and reviewing the work of part-time and temporary employees and volunteers.
- Participate in the preparation and maintenance of displays and exhibits; process bills and perform other related clerical duties including typing, data entry, and answering telephones.
- Review and certify the accuracy of the library collection database; monitor and correct inaccuracies.
- Assist with the maintenance of the City's virtual library including the installation of software and the more routine system configuration and troubleshooting of hardware and software issues.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic knowledge and use of library materials and terminology.
- Practices and techniques of customer service.
- Basic arithmetic including, addition, subtraction, multiplication, and division.
- English usage, spelling, grammar and punctuation.
- Modern office equipment and procedures including use of a variety of software applications.
- Practices and procedures related to public library operations, including cataloging, bibliographic search procedures and use of reference sources and materials.
- Basic policies and methods related to accounting and financial recordkeeping.

Ability to:

- Learn to perform a variety of responsible customer service tasks in support of library operations in circulation and technical service areas.

- Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- On a continuous basis, sit at desk and/or stand at counter for long periods of time. Intermittently twist and reach office equipment; intermittently push and pull carts; stand and sit continuously when on a public desk; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.
- Learn to use automated cataloging, classification, bibliographical and circulation systems.
- Make accurate mathematical calculations.
- Use a personal computer and a variety of software applications; type at a speed necessary for successful job performance.
- Work weekends and evening shifts as required.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Independently perform responsible clerical tasks in support of library operations in circulation and technical service areas.

Experience and Training

Experience:

- Two years of experience performing duties similar to that of a Library Assistant I in the City of Roseville.

AND

Training:

- Equivalent to the completion of the twelfth (12th) grade, GED, or higher level degree; supplemental course work in library science, information science, office technology or a related field is desirable.

License or Certificate

- Possession of a valid California driver's license by date of appointment.
Possession of, or ability to obtain within 6 months of date of hire, First Aid and CPR Certifications as issued by the American Red Cross.

SUPPLEMENTAL QUESTIONNAIRE

1. Your response to question 3, the applicant's education, training and experience, will be scored using a pre-determined formula. Your responses to these questions must be consistent with your employment application information. This experience must also be described in the "Work Experience" section of this application. Responses to the supplemental questionnaire that are inconsistent from your "Work Experience" section in the application will not be scored. I understand and agree with the above instructions.
 - ☐ Yes
 - ☐ No
2. Was any of the work experience listed on your application an unpaid internship, or volunteer work? If so, please list below which ones.
3. How many years of experience do you have performing responsible clerical tasks in support of library operations?
 - ☐ Less than 2 years
 - ☐ 2-3 years
 - ☐ 3-4 years
 - ☐ 4-5 years
 - ☐ 5-6 years
 - ☐ 6+ years

4. Please describe your library experience, if any.
5. Please list your completed education from any accredited college or university. List the degree, major and institution.
6. Please describe how you have provided support for the following library functions:
 - Collection Development/Technical Services
 - Marketing/Outreach
 - Revenue Generating and Library Programs
 - Library Technology
 - Adult Literacy Program
 - Training and mentoring staff
7. Describe a successful project you completed as part of a team. What role did you play in the outcome?

SELECTION PROCESS

All candidates meeting the minimum qualifications will have their application scored in a Formula Rate Examination. The applicant's experience and education will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the Employment List. Supplemental questions will be utilized by the department hiring authority to make interview and selection determinations. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.