

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3430

**TITLE:** LIBRARY ASSISTANT IV

**GRADE:** S-19

**DEFINITION:**

Under the general supervision of a professional librarian, performs paraprofessional library duties as the Circulation Manager of a regional library; performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Library Assistant IV is distinguished from the Library Assistant III in that the Library Assistant IV manages a circulation department at a large library (regional library), whereas the Library Assistant III manages a circulation department at a mid-size library (community library).

**ILLUSTRATIVE DUTIES:**

Manages a regional circulation department;  
Communicates and implements circulation policies and procedures at a regional library;  
Develops agendas and conducts monthly circulation department staff meetings;  
Resolves complex circulation problems and clients' account issues, such as outstanding books and fines referred from other staff;  
Responsible for reconciling and reporting branch financial transactions;  
Interviews, selects, trains and evaluates the performance of subordinates and volunteers;  
Supervises department managers;  
Prepares daily and biweekly circulation schedules, ensuring efficient branch coverage;  
Assigns circulation support tasks;  
Identifies staff development and training needs;  
Performs all general public service circulation duties and support tasks;  
Serves as a member of the Branch Management Team.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of library duties, policies and procedures;  
Thorough knowledge of how to operate and effectively utilize the Library's automated circulation system;  
Knowledge of English grammar, spelling, and punctuation;  
Knowledge of word processing and computer applications;  
Ability to supervise and coordinate the work of others;  
Ability to effectively train others;  
Ability to communicate effectively in English, both orally and in writing;  
Ability to establish and maintain good working relationships with others;  
Ability to deal with stressful situations and difficult customers;  
Ability to exercise tact, good judgment and initiative;  
Ability to work independently within established policies, procedures, and guidelines;  
Ability to analyze problems and recommend solutions;  
Ability to evaluate procedures and recommend improvements;

Ability to learn and independently use office equipment, including software suites and specialized databases;

Ability to perform basic arithmetic;

Ability to perform repetitive hand, arm, wrist and shoulder movements;

Ability to stoop, bend and stretch;

Ability to stand for two hours at a time.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:

Completion of two years (60 semester hours) of course work at an accredited college or university

PLUS

4 years of full-time library experience or the equivalent amount of part-time library experience, including 2 years performing duties comparable to Library Assistant II or 1 year as Library Assistant III

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

REVISED/RETITLED:	July 14, 2006
REGRADED:	July 8, 2006
REVISED:	March 16, 2004
REVISED:	March 16, 1999
REVISED:	October 3, 1994
REVISED:	April 22, 1985
REVISED:	December 10, 1981