

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3431 **TITLE:** LIBRARY ASSISTANT III **GRADE:** S-18

DEFINITION:

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

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Library Assistant III is distinguished from the Library Assistant II in that the Library Assistant III manages a circulation department at a mid-size library (community library), whereas the Library Assistant II serves as a Page Manager or an Assistant Circulation Manager at a large library (regional library).

The Library Assistant III is distinguished from the Library Assistant IV 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 community circulation department;
Communicates and implements circulation policies and procedures at a community 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;
May serve as branch Person-in-Charge.

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;

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Completion of an associate's degree or two years (60 semester hours) of course work at an accredited college or university

PLUS

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

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

ESTABLISHED: June 13, 2006