

## CITY OF BURBANK

### SENIOR LIBRARY ASSISTANT

#### DEFINITION

Under direction, to perform professional work of a specialized or supervisory nature in the Library Department; to assist library administration with developing and implementing policy and procedures; and to do related work as required.

#### ESSENTIAL FUNCTIONS

Develops and implements system wide policy, such as, but not limited to related to circulation and marketing strategy; supervises and trains volunteers; develops and maintains training curriculum and trains staff accordingly; creates digital and print library marketing materials; provides backup assistance to reference and circulation desks; oversees daily library deposit; administers a programming budget; chairs and coordinates committees and acts as a regional circulation committee representative; coordinates staff, presentations, and materials related to library programs and outreach visits; represents library to other City departments; participates in continuing education to enhance skills; operates audio-visual equipment, scanners, photocopy machines, and other equipment; locates and retrieves materials from shelves at various height levels; supervises, trains, and evaluates employees; drives on City business.

#### MINIMUM QUALIFICATIONS

##### Employment Standards:

- Knowledge of – library organization, procedures, services, and circulation; marketing and graphic design principles and standards; principles and practices of supervision; online information searches; basic governmental budgeting; principles of customer service; methods of accounting for payments; proper English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this classification (this is not a language restriction as defined in California Government Code Section 12951).
- Skill in – utilizing Microsoft Office, including, but not limited to Word, PowerPoint, and Excel.
- Ability to – work in a multicultural environment as a team member; interact and communicate considerately with a diverse population; show initiative in problem solving; make independent judgments and decisions; create informational and educational programs and presentations; develop and implement library policies and procedures; develop training curriculum; supervise and train others; tactfully and effectively handle highly emotional and volatile customer relations situations; communicate effectively both orally and in writing; work a flexible schedule, including weekends and after hours; operate library equipment; manipulate library materials from shelves at floor level to a height of eight (8) feet; maintain a safe working environment; travel to other locations for meetings and training sessions.

**Education/Training:** Four years of paid full-time experience in a public library at a Library Assistant level and completion of two years (or 60 units) at an accredited college or university, OR two years of paid full-time experience in a public library at a Library Assistant level or higher

## SENIOR LIBRARY ASSISTANT

and graduation from an accredited college or university; OR one year paid full-time experience in a public library and currently enrolled in an American Library Association (ALA) accredited program having completed a minimum of nine (9) credits or units of classes.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

### SUPPLEMENTAL INFORMATION

**Desirable Qualifications:** Experience with Adobe Creative Suite.