

NEW CASTLE COUNTY GOVERNMENT

Number 1661

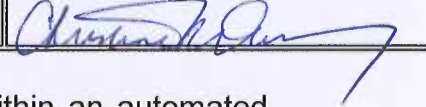
CLASS SPECIFICATION

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Date 11/17/14

Title: PRINCIPAL LIBRARY ASSISTANT

Approved:



GENERAL STATEMENT OF DUTIES: Performs technical work within an automated library system pertaining to circulation of materials; performs supervisory duties as necessary; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class directs activities and workflow at the circulation desk. The employee trains and supervises the part-time circulation desk staff. This employee supervises the use of the automated circulation system in the facility. The work is performed under the general supervision of a professional librarian.

EXAMPLES OF WORK: (Illustrative only)

- Oversees circulation activities and all circulation desk operations;
- Oversees maintenance of circulation and collection records and statistics and generates reports;
- Oversees procedures for issuing and receiving all items loaned to customers, including reserves, inter-system, and intra-system loans;
- Charges out and checks in all library materials;
- Maintains procedures manual and updates as necessary;
- Interprets and explains circulation policies to the public and to the staff;
- As liaison with Technical Services, responsible for reporting database problems and errors to Technical Services;
- Schedules circulation desk staff;
- Supervises part-time staff and sets up work schedules;
- Participates in the selection process to fill part-time positions;
- Trains personnel in library routines;
- Participates in activities of library organizations and attends training courses to upgrade skills and to keep informed of current trends and enhanced automated techniques;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

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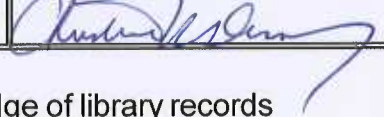
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Date 11/17/14

CLASS SPECIFICATION

Title: PRINCIPAL LIBRARY ASSISTANT

Approved:



REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of library records and circulation procedures and operations; experience with a personal computer and other related equipment; ability to maintain records and make reports; ability to follow complex written and oral instructions; ability to accomplish detailed work with a high level of accuracy; ability to work without direct supervision and to devise solutions to problems; ability to supervise the work of subordinates; ability to communicate courteously and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: At least two (2) years of public library experience, one (1) of which should have been within an automated library system, and possession of a high school diploma or GED; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and a background check.

HISTORY OF REVISIONS:

Established: 10/01/94
Revised: 11/01/98
Revised: 11/01/03
Revised: 11/17/14