September 21, 2012

JOB OPPORTUNITY

If it's a challenging position you're looking for,
we have the ideal job for you.

CLASSIFICATION: ***LIBRARY TECHNICAL ASSISTANT I***

TENURE/TIME BASE: ***LIMITED TERM/FULL TIME***

BUREAU/SECTION: ***STATE LIBRARY SERVICES/SUTRO LIBRARY (San Francisco)***

SALARY: ***$2771 - $3369***
(Salary will be adjusted accordingly to comply with the furlough program)

SUMMARY: Under the supervision of the Library Technical Assistant I (Supervisor), the incumbent provides paraprofessional support to the Sutro Library operations by helping Sutro Library patrons find information, maintaining patron and bibliographic databases, processing library materials, and retrieving and re-shelving library materials.

DUTIES:

- **Public Services:** Staffs the public service desk. Monitors e-mail and other electronic messaging systems. Assists professional staff in answering simple reference and directional questions, using the library's automated reference tracking system. Assists patrons with bibliographic searches and the use of library materials in all formats. Orients patrons to library equipment. Registers borrowers and updates existing borrower records. Pages library materials for patrons. Charges and discharges library materials. Processes interlibrary loan requests from other libraries.

- **Collection Maintenance:** Retrieves and re-shelves books and other library materials. Creates holdings and item records for library materials. Checks in serials issues. Assists with stack maintenance duties including shelf-reading, shifting and straightening. Retrieves library materials from the automated Library Retrieval System (LRS) and returns materials to the system. Works on special projects, as assigned.

KNOWLEDGE AND ABILITIES:

- Knowledge of library public services and technical processes at the paraprofessional level.
- Ability to operate standard office word processing, spreadsheet, and database management programs.
- Knowledge of, and experience with, complex filing schemes.
- Basic knowledge of library cataloging and classification.
- Knowledge of, and experience with, one or more integrated library systems.
- Knowledge of, and experience with, image reproduction and manipulation programs.
- Aptitude for detail work.
- Ability to exercise good judgment, to evaluate situations accurately, and to take effective action.
- Ability to maintain regular, consistent, predictable attendance.

INTERPERSONAL SKILLS:

- Work both independently and in a team environment.
- Communicate courteously, respectfully, and sensitively, both orally and in writing.
- Ability to work cooperatively with staff at all levels within the California State Library.
- Maintain good relations with the public.
- Exhibit a positive, professional and friendly service approach while dealing with staff and patrons.
- Ability to effectively manage work and communication with staff and patrons under sometimes stressful situations.

WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED TO PERFORM DUTIES:

WORK ENVIRONMENT

- Employee will spend time in a cubicle in an office setting; in the San Francisco State University Library's Circulation-LRS area; working on the public desk; and performing collection maintenance in the stacks.
- Requires a flexible schedule that may include some evening and weekend hours.

PHYSICAL ABILITIES

- Ability to stand and walk for long periods of time.
- Ability to sit at a workstation for long periods of time.
- Ability to move fully laden book carts and lift and carry up to 35 pounds.
- Ability to operate a keyboard, mouse, and other standard electronic office equipment.
- Ability to stoop, bend and reach.

APPLICATION PROCESS:

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, P.O. Box 942837, Sacramento, CA 94237-0001. Applications may also be delivered in person to the application drop box located at: Library & Courts Building II, 900 N Street, Sacramento. **All applicants must clearly indicate the basis for their eligibility in "Examination(s) or Job Title(s) for which you are applying" on the standard application form (STD 678). Applications will be accepted until October 5, 2012. ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. Applications will be screened and only the most qualified candidates will be interviewed.**

EQUAL OPPORTUNITY EMPLOYER