



JOB OPPORTUNITY

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

<u>CLASSIFICATION:</u>	<i>LIBRARY TECHNICAL ASSISTANT I</i>
<u>TENURE/TIME BASE:</u>	<i>PERMANENT/FULL TIME</i>
<u>BUREAU/SECTION:</u>	<i>STATE LIBRARY SERVICES/INFORMATION SERVICES</i>
<u>SALARY:</u>	<i>\$2771 - \$3369</i> <i>(Salary will be adjusted accordingly to comply with the furlough program)</i>

SUMMARY: Under the supervision of the Supervising Librarian II, the incumbent provides paraprofessional support to CSL operations, is responsible for interlibrary lending, answers simple reference and directional questions, fulfills requests for training videos, and assists with CSL collection maintenance. Incumbent is a member of the information services team that provides services to all patrons of CSL.

DUTIES:

- **Interlibrary Lending:** Receives requests from academic, public, special, corporate, and government libraries for CSL publications those libraries want to borrow. Searches incoming requests in the online catalog to verify bibliographic information and retrieves requested items from CSL's various collections. Sends requests for items held by other CSL sections to those units. Photocopies or scans portions of publications for delivery to libraries in lieu of loan. Prepares library materials for shipping. Charges and discharges interlibrary loans. Creates and maintains electronic transaction records to track loaned items. Registers libraries in the integrated library system and maintains borrower records. Collects and reports interlibrary lending statistics on spreadsheets and other programs. Responds to questions about CSL interlibrary lending policies.
- **Public Services:** Staffs CSL public service desks. 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 and notifies patrons when materials are ready to be used or charged out. Charges and discharges library materials. Explains library policies and procedures in a professional and courteous manner.
- **Training Video Collection:** Handles requests for videos from the state employee training video collection. Reserves videos in the integrated library system and troubleshoots reservation conflicts. Monitors overdue videos and contacts patrons to request their return. Maintains organization of videos on shelves. Updates master list of videos as needed. Advises the supervising librarian of lost or damaged videos and recommends replacements or extra copies.

- **Miscellaneous Duties:** Retrieves and re-shelves library materials from various CSL collections. Creates item records for library materials. Assists with stack maintenance duties, including shelf-reading, shifting and straightening. Inputs and maintains patron records in the integrated library system. Serves as back-up timekeeper. Processes reminders for overdue library materials. 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, including Dewey Decimal and Library of Congress.
- 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; will work on a public service desk; and will perform collection maintenance in library stacks.

PHYSICAL ABILITIES

- Ability to stand and walk for long periods of time.
- Ability to sit at a computer workstation for long periods of time.
- Ability to move fully laden book carts and lift and carry up to 35 pounds.
- Ability to climb book stack ladders and retrieve library materials from shelves 9 feet off the ground.
- Ability to turn manually-operated compact shelving handles.
- 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 filled. 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