

LIBRARY TECHNICAL ASSISTANT SERIES II**Definition:**

Under general supervision ~~coordinates a sub-function or area within a library division;~~ performs a wide variety of ~~difficult,~~ technical, paraprofessional and other duties related to library functions; assists the public with the use of library equipment, facilities, materials and services and performs related work as required

Class Titles

Library Technical Assistant I
Library Technical Assistant II

Essential Duties and Responsibilities:

~~The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.~~

~~The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:~~

Operates a computer and uses applicable software to process a wide variety of information into and out of the library database and to produce a variety of printed material and reports; operates a variety of office and library equipment.

-

~~Coordinates a sub-function or area within the Library such as acquisitions, overdue processing, circulation within a branch or division.~~

~~Performs a variety of difficult and technical duties and handles the more complex/technical problems related to the library sub-function or area assigned.~~

Performs a variety of general and specialized clerical and other library duties/tasks related to the function of the area to which assigned.

Explains library policy to patrons and staff; provides basic reference information.

Receives and processes print and non-print material and may contact publishers and vendors concerning problems.

~~Operates a variety of office and library equipment.~~

—

—

~~Performs bibliographic searching to verify correctness of data.~~

Prepares correspondence and reports independently, maintains files and compiles statistics.

Prepares a variety of brochures, promotional materials and reports; may assist with the planning/creating posters, displays and other artwork.

~~Conducts a variety of training sessions for volunteers and other staff and may coordinate the work of staff as assigned.~~

Performs multiple tasks and manages competing priorities simultaneously in a fast-paced environment, ensuring accuracy, efficiency, and timely completion of assignments.

Assists in establishing, implementing and modifying library policies and procedures.

Assists with training and scheduling of staff as assigned; may coordinate the work of staff as assigned.

Reviews the processing of library materials.

~~May act in the place of a librarian when one is not available.~~

Under direct supervision, may be assigned to coordinate operations within the library's passport office.

May assist patrons with the arrangement and location of library services and materials and in the selection and use of a variety of print and non-print materials.

May perform circulation duties, coordinate meeting room set ups, oversee the scheduling of public computers, process audio-visual materials and troubleshoot audio-visual and a variety of workstation equipment.

May greet and assist a variety of patrons at a front counter/public desk, perform circulation desk duties ~~and receive/process print and non-print materials.~~

May assist librarians, other staff and library patrons with special interest programs and events.

May catalog and classify library material under professional direction.

~~May assist with the sorting and shelving of library materials.~~

Lifts and moves boxes of books, supplies and other items weighing 30 pounds or less and pushes/pulls a loaded book cart.

Drives a vehicle on City business when assigned to Bookmobile ~~depending on area assigned.~~

Other Duties and Responsibilities:

Library Technical Assistant Series II

September 2025

~~—Performs other projects/tasks as assigned.~~

~~—May open and/or close and secure library facilities as assigned.~~

May perform the work of and/or monitor the work of and assist Library Pages.

In addition to the above, Essential Duties and Responsibilities for Library Technical Assistant II include:

Assists with coordinating a sub-function or area within the Library such as acquisitions, overdue processing, circulation within a branch or division.

Performs a variety of difficult and technical duties and handles the more complex/technical problems related to the library sub-function or area assigned.

Conducts a variety of training sessions for volunteers and other staff and may coordinate the work of staff as assigned.

May act in the place of a librarian when one is not available.

Class Characteristics:

Library Technical Assistant I is distinguished from Library Clerical Assistant by the Library Technical Assistant I's performance of technical and para-professional duties involving the use of specialized knowledge. LTA I's perform their duties with limited supervision.

Library Technical Assistant ~~(LTA) II~~ is ~~a multi-incumbent class and is~~ distinguished from the Library Technical Assistant I by the Library Technical Assistant II's greater degree of technical knowledge, larger scope of responsibility, higher level of independence and coordinating responsibility for a larger area.

Positions in the Library Technical Assistant class series are flexibly staffed; positions at the Library Technical Assistant II level are normally filled by advancement from the Library Technical Assistant I level. Progression to the Library Technical Assistant II level is dependent on (a) the incumbent meeting the knowledge, skills and abilities for the classification including any licenses and certifications; (b) current performance rating of at least "Exceeds Expectation"; (c) at least one year of experience at a Library Technical Assistant I level; and (d) City Manager approval for progression to the Library Technical Assistant II level.

Bargaining Group: FMEF

Contacts and Relationships:

~~An LTA II establishes and maintains contact with staff in the Library. Additional contact will occur with the public/library patrons and library vendors. Some contact will occur with other City staff.~~

Library Technical Assistant Series II

September 2025

Qualification Guidelines:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

~~The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:~~

Knowledge of:

Library policies/procedures, methods, functions, practices and terminology.

English usage, spelling, grammar and punctuation.

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed~~Computer applications related to area assigned.~~

Basic math related to area assigned.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and Agency staff. ~~Customer service and telephone techniques.~~

Library organization, policies/procedures, methods, functions, practices and terminology.

Library and general office equipment.

Record keeping principles and procedures.

Basic principles and practices of data collection and report preparation

Types and uses of print and non-print material related to area assigned.

Basic ~~leadership~~^{supervisory} techniques.

AND

Ability to:

—Perform ~~difficult~~, responsible and technical library duties with limited supervision.

Use independent judgment and initiative.

Understand and carry out oral and written instructions independently.

Interpret and apply rules, regulations and procedures.

Establish and maintain effective relationships with those contacted in the course of work.

Make mathematical calculations and read and sort numerals and letters rapidly and accurately.

Communicate effectively orally and in writing.

Train staff as assigned and coordinate their work.

Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.

~~Operate a personal computer and use applicable software.~~

~~Operate standard office and library equipment.~~

~~—Read and write at the level required for successful job performance.~~

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Handle job stress and maintain composure in public settings.

Prioritize tasks based on urgency, importance, and deadlines, while maintaining high attention to detail and productivity.

~~Meet the public with courtesy and tact.~~

~~—Learn to classify and catalog print and non-print material.~~

Prepare correspondence and reports independently and maintain manual ~~and computerized~~ files and records.

~~A typical way to obtain the knowledge and abilities is as follows:~~

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Graduation from high school

AND

Experience:

Library Technical Assistant I

Two years of experience at the Library Clerical Assistant level or completion of a Library Technical Certificate from an accredited community college.

Library Technical Assistant Series#

September 2025

Library Technical Assistant II

One year of experience at the Library Technical Assistant I level to include some experience in coordinating the work of others.

~~–Bilingual ability may be preferred or required for some positions.~~

The ability to use a calculator quickly and accurately may be preferred or required for some positions.

Special Requirements Include:

~~A~~ Library Technical Assistant –II assigned to the Bookmobile must have a valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout assignment to the Bookmobile. Employees assigned to the Bookmobile will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Must be able to work a flexible schedule including weekends and evenings to accommodate City needs.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

A Library Technical Assistant assigned to passport services must meet the following qualifications:

- Be a United States citizen or U.S. national
- Be at least 18 years old at time of appointment
- Be able to pass the Department of State Passport Acceptance Agent Training for New Agents within six months of appointment to this assignment.

~~Must type accurately at a speed which will enable successful job performance.~~

Other:

~~The ability to use a calculator quickly and accurately may be preferred or required for some positions.~~

~~Bilingual ability may be preferred or required for some positions.~~

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office and library/public counter environment. An incumbent uses a computer, keyboard and related equipment, sits, stands, walks, kneels, crouches, twists, reaches, bends, grasps, lifts and moves boxes of books, library equipment, supplies and related items weighing 30 pounds or less. An incumbent pushes and/or pulls a loaded book cart, is exposed to book dust and may use a step stool. An incumbent assigned to the Bookmobile climbs stairs into the Bookmobile, is exposed to diesel fumes and may

Library Technical Assistant SeriesII

September 2025

drive a vehicle on City business. An incumbent must be able to meet the physical requirements of the series and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised September 2025 including combining Library Technical Assistant I and Library Technical Assistant II into Library Technical Assistant Series

Revised September 2005

Revised January 1997