

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 18
Fiscal Year: 2009/2010
Posted Date: November 10, 2009

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Draft job specification attached.)

Item #	DEPT/ DIVISION	Class/Title
1	LIB	3610 Library Assistant

For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or email her at Cathy.Abela@sfgov.org.

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: http://www.sfgov.org/site/sfdhr_page.asp?id=102488

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Cathy Abela, DHR
Karen Taylor, MTA
File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Library Assistant
Job Code: 3610**

INTRODUCTION

Under supervision, performs general and varied non-professional library work requiring basic training and aptitude; assists patrons in the use of library facilities; keeps simple library records; and performs related duties as required. Requires normal responsibility for: following existing library methods and procedures; making routine contacts with the general public and other departmental personnel in connection with library operations; maintaining simple records of library operations.

DISTINGUISHING FEATURES

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Charges and discharges books, periodicals and other library material
2. Helps patrons to find and choose books.
3. Processes applications for library cards.
4. Answers routine questions on use of facilities and library procedure
5. Receives and records fine payments for overdue, lost or damaged book
6. Counts daily circulation and assists in compilation of monthly circulation report.
7. Types overdue notices, catalog cards, bibliographics, backlists, overdue record cards, borrower's register cards and daily cash report.
8. Maintains office files.

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IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills: Requires some knowledge of general office work and library operations.

Requires ability to: deal courteously and tactfully with the general public; perform simple typing and clerical tasks.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job

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announcement.

Current incumbency in Class 3610 Library Assistant; or nine (9) months (1160 hours) of verifiable clerical experience in a library performing tasks equivalent to Class 3602 Library Page; or three (3) semester or four (4) quarter units of college course work in library studies.

Deleted: Requires completion of high school; or an equivalent combination of training and experience.

LICENSE AND CERTIFICATION

PROMOTIVE LINES

To: 3616 Library Technical Assistant I

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From: 1402 Junior Clerk

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ORIGINATION DATE: 3/16/61

AMENDED DATE: 11/10/09

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN
