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: 30
Fiscal Year: 2011/2012
Posted Date: 1/20/2012
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
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<th>Item #</th>
<th>Job Code</th>
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<td>1</td>
<td>3616</td>
<td>Library Technical Assistant I</td>
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<tr>
<td>2</td>
<td>3618</td>
<td>Library Technical Assistant II</td>
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For additional information regarding the above proposed action, please contact Christina Penland at (415) 557-4848 or-email her at Christina.Penland@sfgov.org.

Requests to meet on an item should be addressed to the Human Resources Director, at the Department of Human Resources, 1 South Van Ness Ave, 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. Faxed copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Department of Human Resources or from DHR's website at: http://sfdhr.org/index.aspx?page=109.

cc: All Employee Organizations
    All Departmental Personnel Officers
    DHR – Employee Relations Unit
    DHR – Class and Comp Unit
    DHR – Recruitment and Assessment Unit
    DHR – Support Services
    Anita Sanchez, CSC
    Linda Cosico, DHR
    Maria Newport, SFERS
    E-File
INTRODUCTION

Under supervision, and in accordance with well-defined policies and procedures, performs various routine phases of technical library work, including clerical duties, and performs related duties as required.

Requires normal responsibility for: Following established methods and procedures; making routine contacts with the general public, outside organizations, and library personnel in connection with library operations and activities; and preparing and/or maintaining various files and records.

DISTINGUISHING FEATURES

The class of 3616 Library Technical Assistant I differs from the class of 3618 Library Technical Assistant II in that this class does not have supervisory responsibilities. However, in smaller branches this classification may be required to act as a lead worker over subordinate personnel. This class is further distinguished from the class of 3610 Library Assistant in that the latter performs less complex and less technical library work.

SUPERVISION RECEIVED/EXERCISED

The classification of Library Technical Assistant I receives supervision from a Librarian and/or a Library Technical Assistant II, and may act as a lead worker over subordinate technical and clerical library personnel.

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. Processes orders, overdue accounts, library card applications, requests for library material, new books, additional copies, McNaughton books, serials, documents, and other library material.

2. Charges and discharges library material.

3. Assists patrons in person, over the telephone and by correspondence regarding library policies, procedures and directional information; under supervision, assists patrons with routine questions and with the location of library material.

4. Searches for library materials; obtains information from shelf lists, bibliographies, files, records and other sources.

5. Does preliminary cataloging; makes proper entry of new serials; assigns Cutter numbers; prepares catalog cards for reproduction.

6. Files; prepares and/or maintains various files and records; writes routine correspondence; types; receives and records money; sorts books and prepares them for delivery to branch, main library, or mailing, or for discard, or bindery.
Title: Library Technical Assistant I
Job Code: 3616

7. Assists in opening and closing the branch or department and in keeping it orderly and pleasant; assists in inventorying the collection; assists in checking shelves for proper placement of books and for books in need of repair.

8. Instructs clerical and supportive staff and may supervise them.

9. Collaborates in the creation, preparation, and display of various reference materials and resources.

10. May assist in preparing an exhibit, display or other publicity material; may drive bookmobile and assist librarian in serving bookmobile patrons.

11. May create, maintain, and troubleshoot technical issues related to the Library's website, intranet, and other electronic media systems; create, prepare, and organize audio, video, images, and graphics.

12. May lead and provide technical training to other Library staff.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills: Requires a.

Knowledge of:
Library working procedures, reference aids and library terminology;
Library databases and computer software applications;
Basic web editing and design techniques;
General office procedures; and
The role of a public library and/or school library in the community.

Requires the Ability and Skill to:
Lead the work of others;
Follow oral and written instructions;
Give attention to detail and accuracy;
Operate basic office equipment including computer; peripherals, telephone;
Learn and deliver training and support for software, hardware, and other electronic media;
Problem solve;
Multitask and manage deadlines;
Deal courteously and effectively with library patrons;
and use common office equipment and machines. May require the ability to supervise.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are
Title: Library Technical Assistant I  
Job Code: 3616

Required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Requires successful completion of two years of college with a certificate in library technology or two years of clerical experience in a library or an equivalent combination of education and experience.

An Associate’s degree from an accredited college or university with a major in Library Information Technology.

OR

Completion of a Library Information Technology certificate program from an accredited college or university AND one (1) year of full-time verifiable experience in library work in the areas of technical services, circulation, cataloging and/or information services, equivalent to the duties performed by class 3610 Library Assistant, in the City and County of San Francisco.

OR

Two (2) years of full-time verifiable experience in library work in the areas of technical services, circulation, cataloging and/or information services, equivalent to the duties performed by class 3610 Library Assistant, in the City and County of San Francisco.

LICENSE AND CERTIFICATION

None.

PROMOTIVE LINES

To: 3618 Library Technical Assistant II

From: 3610 Library Assistant; Original Entrance Examination

ORIGINATION DATE: May 27, 1968

AMENDED DATE: January 2012

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 SFCCD SFMTA SFUSD
INTRODUCTION

Under supervision, and in accordance with established policies and procedures, performs various routine phases of technical library work, including clerical duties; exercises work direction over subordinate personnel; and performs related duties as required.

Requires responsibility for: Explaining and carrying out established methods and procedures; making regular contacts with the general public, outside organizations and library personnel in connection with library operations and activities; and preparing and/or maintaining various files and records.

DISTINGUISHING FEATURES

The class of Library Technical Assistant II differs from Library Technical Assistant I in that this class may involve work direction or has supervisory responsibilities over Library Technical Assistant I and subordinate personnel, contacts vendors and publishers, and may assist in revising the library catalog files.

SUPERVISION RECEIVED/EXERCISED

The classification of Library Technical Assistant II receives supervision from a Librarian, and exercises supervision over subordinate technical and clerical library personnel.

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. Supervises subordinate personnel and coordinates their assignments to meet the needs of the department.
2. Processes orders, overdue accounts, library card applications, requests for library material, new books, additional copies, McNaughton books, serials, and other library material.
3. Assists patrons in person, over the telephone and by correspondence regarding library policies, procedures and directional information; under supervision, assists patrons with routine questions and with the location of library material.
4. Searches for library materials; obtains information from shelf lists, bibliographies, files, records and other sources.
5. Does preliminary cataloging; makes proper entry of new serials; assigns Cutter numbers; prepares catalog cards for reproduction.
6. Files; assists in revising files; prepares and/or maintains various files and records; writes correspondence; types; receives and records money.
7. Writes or telephones vendors and publishers regarding invoices and claims; follows up on these communications as necessary.
8. Charges and discharges library material.

9. Assists in opening and closing the branch or department and in keeping it orderly and pleasant; assists in inventorizing the collection; assists in checking shelves for proper placement of books and for books in need of repair.

10. Collaborates in the creation, preparation, and display of various reference materials and resources.

11. May assist in preparing an exhibit, display or other publicity material.

12. May create, maintain, and troubleshoot technical issues related to the Library’s website, intranet, and other electronic media systems; create, prepare, and organize audio, video, images, and graphics.

13. May provide technical training to other Library staff.

14. Under the general supervision of a librarian, may be responsible for the day-to-day operations of a reading center.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

MINIMUM QUALIFICATIONS: (Cont.)

Knowledge, Abilities and Skills: Requires a knowledge of:

- Library working procedures, reference aids and library terminology;
- Library databases and computer software applications;
- Basic web editing and design techniques;
- General office procedures; and
- The role of a public library or a school library in the community.

Requires the ability and skill to:

- Supervise and lead the work of subordinates;
- Follow oral and written instructions;
- Give attention to detail and accuracy;
- Operate basic office equipment including computer, peripherals, telephone;
- Learn and deliver training and support for software, hardware, and other electronic media;
- Problem solve;
- Multitask and manage deadlines;
- Deal courteously and effectively with library patrons; supervise and
Title: Library Technical Assistant II  
Job Code: 3618

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Requires successful completion of two years of college with a certificate in Library Technology, plus two years of clerical or technical experience in a library.

An A.A. degree from an accredited college or university with a major in Library Information Technology AND one (1) year of full-time verifiable experience in technical library work in the areas of technical services, circulation, cataloging and/or information services equivalent to the duties performed by class 3616 Library Technical Assistant I in the City and County of San Francisco.

OR

Completion of a Library Information Technology certificate program from an accredited college or university AND two (2) years of full-time verifiable experience in library work, at least one (1) year of which must have included technical library work in the areas of technical services, circulation, cataloging and/or information services, equivalent to the duties performed by class 3616 Library Technical Assistant I in the City and County of San Francisco.

OR

Three (3) years of full-time verifiable experience in library work, at least one (1) year of which must have included technical library work in the areas of technical services, circulation, cataloging and/or information services, equivalent to the duties performed by class 3616 Library Technical Assistant I in the City and County of San Francisco.

LICENSE AND CERTIFICATION

None

PROMOTIVE LINES

To: No normal lines of promotion

From: 3616 Library Technical Assistant I or Original Entrance Examination

ORIGINATION DATE: May 27, 1968

AMENDED DATE: June 16, 1980 January 2012

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.
Title: Library Technical Assistant II
Job Code: 3618