

Specification for Class of

LIBRARY INFORMATION ASSISTANT

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Under the general direction of a higher level library information assistant or professional librarian, experienced journey level technical support activities as a member of a self-managed team in the functional operations of the Washington State Library, or within an established full-service library of another state agency. Provides direct or indirect services to customers, such as reference, inter-library loan, pre-cataloging, materials acquisitions, circulation, materials maintenance and location, or the operations of electronic databases or systems. May lead or train clerical staff, temporary or resident clerical staff in an institutional library environment, volunteers, or interns.

Distinguishing Characteristics: These positions are distinguished from clerical level positions that work in the functional operations of a library by requiring (1) a journey-level knowledge of specific library principles and practices; and, (2) a broad-based knowledge (such as context, background, general library principles or practices) of subjects related to the field of librarianship and information service delivery. The journey level knowledge is in addition to that required for complex clerical tasks performed in functional library operations that require a specific skill and substantive knowledge of library related processes, materials, and/or equipment.

Typical Work

Answers basic reference questions using a variety of information tools such as print and electronic indexes, catalogs and databases;

Conducts library orientations; produces displays;

Prepares regular statistical reports;

Prepares and participates in the delivery of programs for institutional, school or correctional center residents; assists in providing outreach services including training and orientations;

Processes and maintains records of library materials such as books, government documents, periodicals, newspapers, audio-visual and other non-print media;

Assists in the planning, organizing and direction of the day-to-day functional operations of the branch or library unit;

Conducts bibliographic searches to identify publications and to determine correct descriptions; prepares and inputs copied, modified, bibliographic records to a review file;

Performs other work as required.

Knowledge and Abilities

Knowledge of: library organization, practices and technical procedures in library material acquisition, bibliographic control, circulation, and reference techniques.

Ability to: interact courteously with customers; effectively direct the work of others; read quickly and accurately; work effectively in a team environment; use and explain information tools and services.

Minimum Qualifications

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An associate degree in library technology from an accredited program and one year of technical experience in the functional operations of a library with duties equivalent to those of an Office Assistant Senior.

OR

Three years' experience in the functional operations of a library with at least one year equivalent to the duties of an Office Assistant Senior.

College level work may be substituted for one year of experience.

No substitution will be allowed for the one year experience equivalent to the duties of an Office Assistant Senior working in the functional operations of a library.

New class: 9-7-73

Revised definition, minimum qualifications, general revision, deleted distinguishing characteristics: 9-12-80

Revised definition, minimum qualifications, general revision;
title change (formerly Library Technician 2): 1-13-95
Revised definition, minimum qualifications, add distinguishing
characteristics and title change (formerly Library Information
Technician 2): 6-11-99; effective 7-1-99