

Specification for Class of

SENIOR LIBRARY INFORMATION ASSISTANT

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Under the administrative direction of a professional librarian is responsible for either the full range of day-to-day operations of an established full-service branch or agency library to include circulation, reference, interlibrary loan, serials, media services, government publications, and acquisitions, OR, coordinates the functional activities of a designated full-time library service in an operational unit or self-managed team of the Washington State Library. May lead or train entry level library assistants, 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) advanced 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 experienced 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

Participates in planning of library operations and goal setting; suggests improvements and helps revise library procedures;

Answers routine reference questions using the full range of information tools available and handles questions referred by lower level library technicians; interprets library or host agency policy to customers;

Writes reports to reflect the accomplishments of the unit, team or branch library in meeting established objectives; prepares reports and generates statistics as required;

Prepares and conducts programs and outreach services for residents;

Recommends purchase of or access to print and non-print materials for library collection;

Assists in the planning and conducting of training for customers;

Assists in preparation, implementation and monitoring of a unit, team or branch biennial budget;

Performs other work as required.

#### Knowledge and Abilities

Knowledge of: library policies and procedures; cataloging and reference techniques; acquisition procedures; readers advisory.

Ability to: effectively plan and supervise work of others; prepare coherent and meaningful reports; understand and interpret library policies; maintain effective public relations; work effectively in a team environment.

#### Minimum Qualifications

Bachelor's degree which includes an equivalent to 30 quarter hours in library science. Two years of experience in the functional operations of a library with duties equivalent to those of a Library Information Assistant may be substituted for the required credit hours.

OR

An associate degree in library technology from an accredited program and three years of experience in the functional operations of a library with duties equivalent to those of a Library Information Assistant.

OR

Five years' experience in the functional operations of a library with at least one year equivalent to a journey level Library Information Assistant.

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 3): 1-13-95  
Revised definition, minimum qualifications and add distinguishing  
characteristics, title change (formerly Library Information  
Technician 3): 6-11-99; effective 7-1-99