

MEETING NOTICE: There will be a Meeting of the
Human Resources Committee of the
Blanchard /Santa Paula Library District Board of Trustees
Monday, April 4, 2017, at 4:00 p.m.,
Blanchard Community Library, Hardison Room,
119 N. 8th St., Santa Paula, CA 93060.

AGENDA

A. CALL TO ORDER

B. APPROVAL OF THE ORDER OF THE AGENDA

C. PUBLIC COMMENT

Public comments are welcomed and encouraged. The chairperson will acknowledge visitors wishing to speak on a topic on the special meeting agenda. Only public comments relating to a topic on the agenda will be accepted. The Committee is prohibited from taking action on any item not part of the printed agenda. When addressing the Committee, please stand to be recognized, state your full name and address, and direct your comments to the entire Committee.

The Library Board of Trustees requests that speakers conduct themselves with civility and keep in mind the rights and well-being of all members of the Santa Paula community.

D. OLD BUSINESS

None

E. NEW BUSINESS

- a. Assistant Library Job Description (information, discussion, possible action)
- b. Vacation Accrual Policy for employees with greater than 25 years of service (information, discussion, possible action)

F. ADJOURNMENT

In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact Ned Branch, Interim Director of the Blanchard/Santa Paula Community Library, at 805-525-2394. Notification 48 hours before the meeting will enable reasonable arrangements to be made.

Assistant Librarian

FLSA Category: non-exempt	Reports to: District Director
Rev Date: March 2017	Approved by:

Job Summary:

Supervises and performs as needed all duties in circulation, cataloging, reference, and inter-library loan.

Essential Duties and Responsibilities:

Supervisory:

- Performs Library Assistant I and Library Assistant II duties as needed.
- Supervises the circulation of the library collection of books, periodicals, audiovisual materials and equipment
- Supervises library assistants and pages
- Prepares work schedules and assigns work to library assistants and pages
- Recruits, interviews, recommends hiring of new library assistants and pages
- Performs initial training and ongoing training for circulation staff
- Disciplines library assistants and pages as necessary
- Provides guidance and direction to subordinates, including setting performance standards and monitoring performance
- Gets staff to work together to accomplish tasks
- Performs evaluations of library assistants and pages, including recommendations for promotion
- Gets staff to work together to accomplish tasks

Patron Relations:

- Notify patrons when library materials are returned incomplete or damage. Assess charges.
- Negotiate patron fine, fees, and lost book issues
- Assists patrons with access and use of library facilities
- Assists patrons with reference inquiries

Publicity and Public Relations:

- Creates flyers for library events
- Prepares and distributes press releases regarding library events
- Maintains website event calendar
- Updates library social media
- Publicizes library events , including graphic design, press releases, and posting on social media

Miscellaneous Duties:

- Compiles and maintains statistics
- Maintain book discard list for possible replacement
- Assist with book displays
- Coordinates library volunteers
- Coordinates set up and take down for events and meetings
- Recommends new circulation policies and revisions to existing policies

- Provides information to supervisors, co-workers, and subordinates
- Ensures issues regarding computers and other equipment are resolved
- Catalogs new materials
- Select new items for the collection
- Order supplies and equipment

Education and Experience:

- Two-year college degree in library science or information technology or the equivalent combination of education and experience.
- Any combination of schooling, training, and experience that would provide the ability to learn and file according to the Dewey Decimal Classification System and to read, write and communicate at a level to fulfill the duties of the position.
- 3+ years experience working in a library

Job Knowledge, Skills and Abilities:

- Proven knowledge and competency in circulation, cataloging, reference, and inter-library loans.
- Proficient knowledge of library operations.
- Ability to effectively resolve conflict.
- Ability to assist patrons in a cheerful efficient manner.
- Knowledge of and skill in operating office equipment, including personal computer and computer programs including word processing applications.
- Able to provide and follow oral and written instructions and procedures.
- Ability to establish and maintain positive, effective working relationships with other employees and the public.

Supervisory Responsibilities:

- Provides guidance, assistance, and training for employees and interns
- Assists other employees with difficult or unusual patron requests
- Maintains a pleasant and respectful atmosphere for patrons and employees
- May prepare work schedules for employees and interns

Physical Demands:

- Lift, move, and carry library books, materials, tables, chairs, equipment, and other items up to 40 pounds.
- Walk or stand up for extended periods.
- Stoop, bend or kneel for extended periods.

Work Environment:

The work environment is indoors with high ceilings, is air conditioned and heated, and is illuminated with fluorescent lighting.

Computer stations are set up on tables and standard height counters. The designated area for children has low cushioned seating and a puppet theater; the book shelves are anchored and secured to the floor per code.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

(Adopted by the Board of Trustees of the Blanchard/Santa Paula Library District on []. Prior job descriptions repealed.)