

FULTON COUNTY, GEORGIA

CLASS SPECIFICATION

CLASS TITLE: **Library Administrative Assistant**

CLASS CODE:	EEO CODE:	SALARY RANGE:	FLSA STATUS:	PHYSICAL PROFILE:	TEST CATEGORY:
202354	E	B31	Non-Exempt	#2	B

JOB SUMMARY: Incumbent in this class is responsible for assisting with the development of the Library's budget and recommending book titles for weeding or ordering. Responsibilities also include supervising library unit staff and volunteers as required.

DISTINGUISHING CHARACTERISTICS: This is a stand-alone classification which does not fit within a classification series.

ESSENTIAL DUTIES: (This list is a representative sample: position assignments may vary.)

- Supervises assigned library unit staff and volunteers as required.
- Interviews and hires employees; approves time sheets and leave requests; establishes performance standards, evaluates employees, and recommends discipline for employees as appropriate.
- Participates in the development of the Library's budget by submitting recommendations for assigned library unit or function.
- Provides reference and book location assistance to the general public.
- Develops special library interest activities.
- Creates displays of books and other materials to attract library patrons.
- Develops group activities and conducts story hours for patrons.
- Assists with the selection of library books and/or audio-visual materials.
- Evaluates and recommends library publications; submits requests for book orders.
- Provides technical support to other staff regarding assigned library unit or function.
- Recommends book titles for cancellation.
- Processes library subscriptions, orders, and claims.
- Participates in the development of bibliographies, leaflets, catalogs, and other guides used to assist library patrons.
- Assists with cataloging library books and materials.
- Oversees technical projects as required.

KNOWLEDGE: (position requirements at entry):

Knowledge of:

- Library system organization;
- Library system policies and procedures;
- Dewey Decimal Classification System;
- Research techniques;
- A variety of books, periodicals, and other materials;
- Interviewing methods and techniques;
- Personnel management principles and practices;
- Specialized library functions.

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SKILLS: (position requirements at entry):

Skills in:

- Supervising assigned staff;
- Developing work schedules;
- Utilizing on-line library computer systems;
- Interpreting and explaining library policies and procedures;
- Developing book displays and bibliographies;
- Estimating costs for library materials;
- Managing assigned projects;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public etc., sufficient to exchange or convey information and to receive work direction.

EXPERIENCE AND TRAINING: (position requirements at entry):

Completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent, and three (3) years general office or library experience, including one (1) year supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS: (position requirements at entry):

- None required.

PHYSICAL REQUIREMENTS:

Positions in this class typically require standing, walking, fingering, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

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Classification History: Draft revised by Fulton County Personnel 3/6/01.