

MEETING NOTICE: There will be a Meeting of the
Human Resources Committee of the
Blanchard /Santa Paula Library District Board of Trustees
Tuesday, March 28, 2023, at 5:15 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. Proposed Revisions to Various Job Descriptions and Possible Recommendation (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.



Blanchard / Santa Paula Library District

LIBRARY ASSISTANT I

FLSA Category: non-exempt	Reports to: Circulation Supervisor
Rev Date: January 2023	Approved by:

Job Summary:

Under direct supervision, performs basic library support work assisting patrons and keeping the library orderly, neat and clean.

Essential Duties and Responsibilities:

- Checks library materials out and in; issues library cards and updates library patron records; enters and verifies data in a computerized system and prepares periodic standard reports from provided data; collects fines and fees at the counter.
- Prepares books and library materials for shelving; shelves books, A/V items, and serials.
- Removes outdated books and materials from the shelves as directed.
- Answers telephone calls, routes calls and takes messages; renews books by phone; prepares new patron packets.
- Assist patrons with computers and in finding library materials.
- Assists patrons with Interlibrary Loan (ILL) requests.
- Performs a variety of clerical duties including photo copying, filing, and maintains records.
- Mends minor damage to items.
- Assists in children's programs, teen scene, adult programs, literacy programs, or other community service events.
- Prepares meeting rooms for programs by setting up tables, chairs, and furniture or equipment.
- Maintains a safe and welcoming environment suitable for library use by both public and staff.
- Updates Accelerated Reader (AR) lists.
- Maintains bulletin boards and public information displays.
- Other duties as requested, directed, or assigned.

Education and Experience:

- High school graduate or equivalent.
- 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.
- Experience working in a library and knowledge of the Dewey Decimal Classification System is desirable.

Job Knowledge, Skills and Abilities:

- General knowledge of basic library operations.
- Ability to alphabetize and numerically sort materials.
- 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 follow oral and written instructions and procedures.
- Ability to establish and maintain positive, effective working relationships with other employees and the public.

Supervisory Responsibilities:

None

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 October 27, 2015. Prior job descriptions repealed.)



Blanchard / Santa Paula Library District

LIBRARY ASSISTANT II

FLSA Category: non-exempt	Reports to: Circulation Supervisor
Rev Date: January 2023	Approved by:

Job Summary:

Performs all duties in circulation, cataloging, reference, and inter-library loan; may have full responsibility of one or more areas at a time.

Essential Duties and Responsibilities:

- **Cataloging:** Create and maintain accurate and up-to-date item records; weed and mend worn materials; process new materials into the library system; implement changes per Black Gold requirements.
- **Circulation:** Check library materials out and in; issue library cards and update library patron records; enter and verify data in a computerized system and prepare periodic standard reports from provided data; collect fines and fees at the counter.
- **Inter-Library Loans:** Update, maintain, and retrieve data from the Black Gold computer system; pull library materials from shelves for other libraries; check-in and flag library materials to/from other libraries; set up and prepare delivery bags for pick up; receive and check-in returning library materials; receive and hold library materials from other libraries for patrons.
- Coordinates and assists in children's programs, teen programs, adult programs, literacy programs, or other community service events.
- Prepares themed displays in the library.
- Prepares books and library materials for shelving; shelves books, A/V items, and serials.
- Removes outdated books and materials from the shelves.
- Answers telephone calls, routes calls and takes messages; renews books by phone; prepares new patron packets.
- Assists patrons with computers and in finding library materials.
- Assists patrons with Interlibrary Loan (ILL) requests.
- Reconcile cash and checks with receipts and turns into finance office.
- Opens and/or closes the library.
- Performs a variety of clerical duties including photo copying, filing, and maintains records.
- Mends minor damage to items.
- Coordinates set up of meeting rooms for programs, may set up tables, chairs, and furniture or equipment.
- Maintains a safe and welcoming environment suitable for library use by both public and staff.
- Maintains bulletin boards and public information displays.
- Other duties as requested, directed, or assigned.

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.

- Two or more years of 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 October 27, 2015. Prior job descriptions repealed.)



LIBRARY ASSISTANT III

FLSA Category: non-exempt	Reports to: Circulation Supervisor
Rev Date: January 2023	Approved by:

Job Summary:

Performs all duties in circulation, cataloging, reference, and inter-library loan; may have full responsibility of one or more areas at a time.

Essential Duties and Responsibilities:

- **Cataloging:** Create and maintain accurate and up to item records; weed and mend materials; process new materials into the library system; implement changes per Black Gold requirements.
- **Circulation:** Check library materials out and in; issue library cards and update library patron records; enter and verify data in a computerized system and prepare periodic standard reports from provided data; collect fines and fees at the counter.
- **Inter-Library Loans:** Update, maintain, and retrieve data from the Black Gold computer system; pull library materials from shelves for other libraries; check-in and flag library materials to/from other libraries; set up and prepare delivery bags for pick up; receive and check-in returning library materials; receive and hold library materials from other libraries for patrons.
- **Reference:**
- Coordinates and assists in children’s programs, teen programs, adult programs, literacy programs, or other community service events.
- Prepares themed displays under the direction of a librarian or assistant librarian.
- Prepares books and library materials for shelving; may shelve books and materials.
- Removes outdated books and materials from the shelves and removing from the computer.
- Answers telephone calls, routes calls and takes messages; renews books by phone; prepares new patron packets.
- Assist patrons with computers and in finding library materials.
- **Reference:** Responsible for identifying and interpreting patron needs; for providing reference, readers' advisory, computer, database and referral services to Library patrons directly and by telephone; and for assisting patrons in material selection.
- Reconcile cash and checks with receipts and turns into finance office.
- Open and/or close the library.
- Performs a variety of clerical duties including photo copying, filing, and maintains records.
- Coordinates set up of meeting rooms for programs, may set up tables, chairs, and furniture or equipment.
- Opens and closes the library.
- May provide input for personnel appraisals.
- Supervises Library Assistants I and II and Library Pages.
- Resolves conflicts patrons have with the library.
- Other duties as requested, directed or assigned.



Blanchard / Santa Paula Library District

ASSISTANT LIBRARIAN

FLSA Category: non-exempt	Reports to: Library Services Supervisor
Rev Date: January 2023	Approved by:

Job Summary:

Performs all duties in circulation, cataloging, reference, and inter-library loan; may have full responsibility of one or more areas at a time.

Essential Duties and Responsibilities:

- **Cataloging:** Create and maintain accurate and up to item records; weed and mend materials; process new materials into the library system; implement changes per Black Gold requirements.
- **Circulation:** Check library materials out and in; issue library cards and update library patron records; enter and verify data in a computerized system and prepare periodic standard reports from provided data; collect fines and fees at the counter.
- **Inter-Library Loans:** Update, maintain, and retrieve data from the Black Gold computer system; pull library materials from shelves for other libraries; check-in and flag library materials to/from other libraries; set up and prepare delivery bags for pick up; receive and check-in returning library materials; receive and hold library materials from other libraries for patrons.
- **Reference:** Responsible for identifying and interpreting patron needs; for providing reference, readers' advisory, computer, database and referral services to Library patrons directly and by telephone; and for assisting patrons in material selection.
- Coordinates and assists in children's programs, teen scene, adult programs, literacy programs, or other community service events.
- Prepares themed displays under the direction of a librarian or assistant librarian.
- Prepares books and library materials for shelving; may shelve books and materials.
- Removes outdated books and materials from the shelves and removing from the computer.
- Answers telephone calls, routes calls and takes messages; renews books by phone; prepares new patron packets.
- Assist patrons with computers and in finding library materials.
- Conducts reference interviews.
- Reconcile cash and checks with receipts and turns into finance office.
- Open and/or close the library.
- Performs a variety of clerical duties including photo copying, filing, and maintains records.
- Coordinates set up of meeting rooms for programs, may set up tables, chairs, and furniture or equipment.
- Opens and closes the library.
- May provide input for personnel appraisals.
- Resolves conflicts patrons have with the library..
- Supervises Library Assistants I, II and III and Library Pages.
- Analyzes library data and makes recommendations.

- Engages with the public to increase public utilization of library resources.
- Resolves conflicts patrons have with the library.
- Other duties as requested, directed or assigned.

Education and Experience:

- Four-year college degree in library science or liberal arts 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.
- Three or more years of 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 book and materials up to 5 pounds up to 3 hours per day.
- Walk or stand up to 4 hours per day.
- Stoop, bend or kneel up to 1 hour per day.

Work Environment:

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

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Education and Experience:

- Four-year college degree in liberal arts 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.
- Three or more 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.
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