

# **VIRTUAL BRANCH SERVICES ASSISTANT**

## **(Range 111)**

### **DEFINITION**

Performs a variety of public service work in support of the growth and development of Virtual Library Branch. Position assists with implementing Virtual Library services including the presentation and delivery of information services to library customers utilizing electronic resources and delivery methods such as the World Wide Web. This is high profile work with intensive computer usage.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction and supervision from the Virtual Branch Manager.

### **ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:**

#### **Essential Functions:**

1. Assists with providing the efficient operation and delivery of services of a Virtual Library Branch via the World Wide Web.
2. Assists with the maintenance of the marketing the collection pages, InfoGuides, help pages and troubleshooting guides.
3. Assists in providing virtual reference service to patrons. Also, provides help desk support for Library District patrons and staff using web site forms, email and telephone service.
4. Assists with online database maintenance, and troubleshooting issues.
5. Maintains compliance with Library District, Branch, and assigned Department policies and procedures and explains policies and procedures to patrons and staff.
6. Interacts extensively via blogging, chat, email, over the telephone, and in-person with patrons, and district-wide staff.
7. Heavily utilizes personal computers and laptops for marketing the collection, searching electronic reference resources, automated library systems, the Internet, Intranets, e-mail, on-line tools, and resources.
8. Operates library and office equipment including, but not limited to: personal computers, laptops, InFocus projectors, scanners,, digital cameras, copy machine, telephone, facsimile machine, and microfiche/microfilm machine.
9. Attends miscellaneous meetings and training sessions associated with virtual library services at meeting sites throughout the district.
10. Maintains a safe environment for both staff and patrons.

#### **Marginal Functions:**

1. Participates in committee work when needed.
2. Performs related duties and responsibilities as required.

**VIRTUAL BRANCH SERVICES ASSISTANT  
PAGE 2**

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Web design, site management and assessment tools.
2. Creating lists and extracting information from the automation system.
3. Evolving Web Environment standards and issues, including Web 2.0 skills.
4. Research techniques.
5. Reader's services and the library collections.
6. Using the sources and availability of current information.
7. Automated library systems, on-line tools and resources, and the Internet.
8. Library District, Branch, and Virtual Reference policies and procedures.
9. Library District terminology and functions.

**Ability to:**

1. Use electronic and multimedia resources and technologies as applicable to the delivery of reference and information services.
2. Write book reviews or descriptions and database or website descriptions.
3. Conduct on-line discussions or training sessions including in-person training sessions.
4. Use correct English, spelling, punctuation, and grammar, both orally and in writing.
5. Provide excellent customer service in an online environment, especially with Library 2.0 social networking services such as on-line book discussions, and blogging, Virtual Reference, chat, and email services.
6. Train staff and patrons on the use of databases and other virtual library services.
7. Establish and maintain effective working relationships with those contacted during the course of work.
8. Exercise good judgment and make sound decisions.
9. Work quickly and accurately.
10. Multi-task.
11. Work both independently and as part of a team.
12. Accept and manage change and maintain flexibility.

**VIRTUAL BRANCH SERVICES ASSISTANT**  
**PAGE 3**

13. Plan and organize work assignments for accurate and efficient results.
14. Understand and follow oral and written instructions.
15. Maintain the mental capacity for effective interaction and communication with others.
16. Interpret and explain Library District, Branch, and Department policies and procedures.
17. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
18. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.

**Skilled in:**

1. Use of automated library systems.
2. Use of wiki, blogging and virtual reference software.
3. Use of personal computers and associated software.
4. Use of library and general office equipment.
5. Web publishing, electronic reference resources, automated library systems, the Internet, Intranets, e-mail, and on-line tools and resources.
6. Trouble shooting technical issues related to databases, automation system and websites.

**QUALIFICATIONS**

**Training and Experience:**

Bachelor's Degree required; library experience providing reference and or reader services required; computer experience required, including HTML, and Web 2.0 skills, chat/IM, blogging, del.icio.us, and wiki required.

**VIRTUAL BRANCH SERVICES ASSISTANT  
PAGE 4**

**Physical Requirements:**

Essential and marginal functions may require maintaining the physical condition necessary for standing and walking, frequent lifting and carrying objects of light weight (5 - 10 pounds), and lifting and carrying objects of moderate weight (11 - 20 pounds); frequent bending, stooping, reaching, and pushing; full dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

**Environmental Requirements:**

Tasks are performed with infrequent exposure to adverse environmental conditions.

**License, Certificate, or Special Requirements:**

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

**FLSA: EXEMPT**

**CBA: NON SUPERVISOR**

**DEVELOPED: JULY 30, 2007**

**REVISED:**