

POSITION TITLE: **Library Assistant**

DEPARTMENT: Library

APPOINTING AUTHORITY: Library Director

SUPERVISOR: Circulation Supervisor

SALARY LEVEL: 9-11

FLSA STATUS: Non-Exempt

DATE APPROVED: 2/19/2013 by Common Council

GENERAL PURPOSE

Provides clerical assistance to the public for the efficient operation of moving library materials in and out of the library.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the Library Director with special assignments.

Performs circulation desk procedures, such as checking in and out of materials, registering patrons and collecting fines.

Assists in maintaining book stacks, to include, shelving, facing, shelf reading, etc.

Performs copy cataloging; enters library holdings in computer database.

Assists with routine acquisition procedures.

Sorts and routes mail, books, and periodicals as assigned.

Processes, withdraws, repairs, or reconditions library materials.

Answers directional questions and refers patrons to appropriate personnel.

May lead, coordinate, and facilitate library programs

Assists patrons with mechanical use of equipment (self check, copier, fax machine).

Other duties as assigned by the Library Director.

OCCASIONAL DUTIES

Assists staff in the performance of their duties as required.

Prepare newsletter and other promotional items.

MINIMUM QUALIFICATIONS

Education and Experience

Graduation from high school or GED equivalent. One to two years relevant experience, or any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Ability to communicate effectively with the public and staff both verbally and/or in writing.

Skill in the operation of listed tools and equipment.

Working knowledge of library materials

Working knowledge of library methods and procedures.

Some knowledge of department policies and procedures.

Ability to create and maintain positive and effective public relations.

Ability to make independent judgment which has minor impact on the organization.

Ability to maintain confidentiality of library patron information

Punctuality, reliability and attendance are essential to this position.

Ability to adapt to changes in workload when library is busy.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.

Ability to perform these operations using units of American money and weight measurement, volume, and distance.

SUPERVISION RECEIVED

Works under close supervision of the Circulation Supervisor and the Adult Services Librarian.

SUPERVISION EXERCISED

As designated by the Library Director.

RESPONSIBILITY FOR PUBLIC CONTACT

Daily contact requiring courtesy, discretion, and sound judgment.

LICENSING AND CERTIFICATION

None.

TOOLS AND EQUIPMENT USED

Library computer system, calculator, copy machine, fax machine, personal computer, audiovisual equipment, cash register, library security system and telephone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, stand, talk and hear. The employee is occasionally required to use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, walk, and crawl.

The employee must occasionally lift and/or move up to 35 pounds. Pushing and pulling objects weighing 300-400 pounds on wheels (booktruck). Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a library environment. The noise level in the work environment is usually quiet to moderate. Flexible work hours, including evenings and weekends.

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.

I agree I have been given a copy of my current job description. I am aware that it is my responsibility to understand the duties expected of me. If I do not understand, I will discuss my duties with my supervisor.

Signature

Date