



## LIBRARY ASSISTANT

<b>DEPARTMENT</b> Library	<b>FLSA STATUS</b> Non-Exempt
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**JOB SUMMARY:**

**Assists patrons in selecting and locating materials and information. Provides instruction in use of the online catalog, computer databases, and the internet. Fields requests for information. Performs duties in areas of assignment such as coordination of interlibrary loan program, cataloging, preparation of library newsletters and media, maintaining AV materials, preparing materials for circulation, and staff training. Performs support duties such as keeping library statistics, patron registration, handling library receipts, and scheduling use of meeting room, public computers, and audio-visual equipment.**

**REPORTS TO:**

Library Director

**SUPERVISES:**

None.

<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample of duties. Position assignments may vary.)		<b>Frequency</b>
1.	Assists patrons in person, or via email or telephone, by responding to requests for, selecting, and locating materials; responding to technology-related or general questions related to library resources, services, operations, and programs; providing reader's advisory services; planning and leading book club discussions; notifying patrons regarding material availability; and delivering books to homebound patrons.	30%
2.	Compiles information to prepare weekly newsletters, press releases, and update social media accounts; creates and updates print materials, such as posters, signage, labels, bookmarks, and brochures; generates reports; and reviews materials and documents to ensure informational accuracy.	10%
3.	Supports circulation and archiving operations by preparing materials, including applying labels and specialized covers for materials and books; cataloging and shelving materials; and training and monitoring internal staff to facilitate materials processing.	20%
4.	Maintains assigned library archives including accepting and curating donated materials; creating, maintaining, and updating files, records, and other documents; cataloging archival holdings; and scheduling archival projects assignments for student interns and volunteers.	10%
5.	Coordinates the interlibrary loan program by scheduling lending and borrowing of materials; cataloging items on arrival; and returning borrowed items.	10%
6.	Maintains inventory related to library supplies and collection by monitoring supplies; reviewing vendor prices; ordering supplies and collections; and maintaining safety data sheets and other documents.	10%
7.	Facilitates the use of the library and ensures security by scheduling the use of meeting rooms, computers, and audio-visual equipment; and opening and closing the library in accordance with applicable safety procedures.	5%
8.	Prepares invoices and deposits as needed.	5%
9.	Performs other duties of a similar nature and level as assigned.	n/a



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### TRAINING AND EXPERIENCE:

Associate's degree in related area and two years of library 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/CERTIFICATION REQUIREMENTS:

- None.

### ADDITIONAL CITY REQUIREMENTS:

- A pre-employment physical examination is required.
- A pre-employment drug test is required.

**KNOWLEDGE AND SKILLS:** The individual must possess the following knowledge and skills or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

#### KNOWLEDGE:

- Customer service principles and practices.
- Library services and operations.
- Circulation principles.
- Reference and readers' advisory services.
- Cataloging practices.
- Archiving principles.
- Interlibrary loan programs.
- Inventory maintenance.
- Book repair.
- Basic mathematics.
- Applicable computers and software.
- Applicable local, state, and federal laws, rules, and regulations.

#### SKILLS:

- Providing customer service assistance.
- Performing circulation duties.
- Providing reference and reader's advisory services.
- Archiving materials.
- Coordinating interlibrary loan programs.
- Repairing and processing books and related materials.
- Operating computers and software.
- Applying laws, rules, and regulations.
- Applying communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, and the general public, sufficient to exchange or convey information and to give and receive work direction.

### ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, reaching, standing, walking, fingering, grasping, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Working Conditions: Incumbents typically work in an indoor, office environment or facility.



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### **CLASS HISTORY INFORMATION:**

Prepared by: Gallagher Benefit Services, Inc.  
Date: 11/13/2020

Updated by:  
Date:



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### **ACKNOWLEDGEMENTS:**

This job description is intended to represent only the key areas of responsibilities; specific position assignments may vary depending on the business needs of the department.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities within current guidelines as established by law. Prospective employee and incumbents are encouraged to discuss possible accommodations with the City.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. The City reserves the right to change or reassign job duties or combine positions at any time.

I have read the job description and acknowledge the requirements of the job as listed above.

**Employee Signature:**

**Date:**