



LIBRARY ASSISTANT

DEPARTMENT Library	FLSA STATUS 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, library communications, public programming, homebound book delivery, staff safety communications, and/or cataloging and preparing materials for circulation. 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.

	ESSENTIAL DUTIES: (These duties are a representative sample of duties. Position assignments may vary.)	Frequency
1.	Assists patrons in person, via email, and via telephone by responding to requests for, selecting, and locating materials; responding to questions related to library resources, services, operations, and programs; providing reader's advisory services; and scheduling meeting room use.	40%
2.	<p>Interlibrary Loan Focus: Coordinates interlibrary loan program by scheduling the lending, borrowing, and return of materials and cataloging items on arrival. Manages newspaper and periodical collections.</p> <p>Communications/Marketing Focus: Compiles information to prepare weekly newsletters, press releases, and updates website and social media accounts; creates and updates print materials, such as posters, signage, labels, bookmarks, and brochures.</p> <p>Public Programs Focus (Adult): Plans and provides outreach and programming for adult patrons, including book discussion; and other programming of interest to the adult community. Manages library volunteers; assists with archive by maintaining inventory of new materials, creating finding aids, and working towards preservation principles.</p> <p>Public Programs Focus (Youth): Plans, provides, and assists Youth Services Coordinator and Assistant Director with outreach and programming for youth patrons aged 0-17 and their caregivers including story times; school-aged programs; teen programs; and summer programming.</p> <p>Collection Processing Focus: Prepares materials for circulation, including applying labels and specialized covers to materials; cataloging and shelving; and training and monitoring internal staff to facilitate materials processing. Prepares invoices, deposits, and staff payroll as needed.</p>	35%
3.	Facilitates use of the library through opening and closing the building in accordance with applicable safety procedures.	10%
4.	Performs other duties of a similar nature and level as assigned.	15%

TRAINING AND EXPERIENCE:



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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.
- 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: