



JOB DESCRIPTION

Title: Library Assistant

Department: Library

Reports to: Librarian

Pay Grade: 56

Date Adopted: June 8, 2021

Previous Revision Date: 1993

Last Revision Date:

Type: ☒ Full Time

☐ Part Time

FLSA: ☐ Exempt ☐ Salary

☒ Non Exempt ☒ Hourly

Union: ☐ Yes

☒ No

Job Summary:

Perform a wide variety of technical and clerical library duties, including circulation, program development and coordination, and multimedia and social media content creation. Cooperate with other staff members to meet the needs of the public, community, and the Library.

Essential Functions:

1. Supervise all circulation desk activities using the Apollo-Biblionix Open Source system. Assist patrons in obtaining library cards. Enter, verify, and update patron records.
2. Instruct patrons in the use of the automated catalog and Dewey Decimal system. Assist patrons in locating and using library resources and materials. Identify, troubleshoot, and resolve patron questions or concerns.
3. Check in and out library materials. Prepare materials for return to the circulating collection. Collect fines and fees. Process billings for items not returned.
4. Assist patrons in the use of microfilm, microfiche, copier, internet, computers, MakerSpace, and other equipment. Assist with public service activities for either children or adults. Perform minor maintenance and repairs on equipment as required.
5. Receive and process reserve requests. Maintain reserve records and notify patrons when materials are available. Offer Interlibrary Loan (ILL) service when resources are needed to supplement the library collection. Prepare ILL materials for outgoing and incoming mail.
6. Assist in developing and preparing programs and tours for patrons of all ages, as well as promotional materials including posters, displays, and bulletin boards.

7. Shelf books, audio/visual material, newspapers, periodicals, and other materials. Sort and move heavy book bins and carts of library materials. Inspect DVDs and CDs for damage. Clean discs as needed. Maintain library materials in proper order. Maintain neat and orderly appearance of the library.
8. Prepare newly purchased and donated print and non-print materials for introduction into the library materials collection. Apply security tags.
9. Weed materials following standardized procedures. Create and review purchase orders for new and routine replacement orders. Maintain various records and verify accuracy. Perform a variety of book repair duties including repairing bindings and loose pages, taping torn pages, and replacing worn book jackets.
10. Assist and interact with youth and their caregivers. Promote early literacy with positive interactions, such as recommending books, toys, and programs. Keep the children's area picked up and help patrons in the children's area find information.
11. Supervise, train, and evaluate Library Clerks.
12. Attend conferences, lectures, workshops, and demonstrations regarding new equipment, procedures, and technological innovations that relate to marketing operations. Stay abreast of new trends and developments in the field.
13. May be required to work evenings/weekends.
14. Establish and maintain effective working relationships with City officials, fellow employees, patrons, and members of the public.
15. Operate Microsoft Word, Excel, Power Point, Gmail, etc.
16. Operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
17. Keep confidential information confidential.
18. Serve on City phone bank and provide administrative support as needed during Emergency Operations.
19. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
20. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
21. The employee must be able to work extended hours in an emergency.

22. Perform other work which is consistent with the essential functions of the job.

23. Perform other duties as assigned.

Education and Special License(s)/Certifications:

High School diploma or equivalent required.

Possession of or ability to obtain a Public Library Certification by the State, within twelve (12) months from date of hire.

Experience:

One (1) year of previous library experience preferred. (Breaks in service of no more than ninety (90) days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

Skills:

1. Effective oral and written communication skills.
2. Good listening skills.
3. Ability to perform basic math and accounting skills.
4. Organizational skills.
5. Analytical skills.
6. PC computer skills. (Windows-based word processing and spreadsheet software skills).
7. Manual dexterity.
8. Ability to work in environment with constant interruptions.
9. Good typing and data entry skills.
10. Reading.
11. Good customer/public relations.
12. Ability to work independently.
13. Working knowledge of word processing, email, and scheduling computer software applications.
14. Excellent interpersonal skills.
15. Excellent grammar, punctuation, spelling, and proofreading skills.
16. Ability to learn public library operations, policies, and procedures.
17. Supervisory and leadership skills.

Mental Requirements:

1. Ability to organize files and retrieve data effectively.
2. Ability to learn and understand PC software applications.
3. Alpha and numeric recognition.
4. Ability to prioritize work.
5. Logical reasoning.
6. Patience.
7. Ability to carry out assignments through oral and written instructions.
8. Concentration.

9. Accounting principles.
 10. Ability to compute basic math computations.
 11. Ability to work on several projects at once.
 12. Ability to work under distracting conditions.
 13. Ability to read and comprehend City policies and ordinances, State, and Federal laws and regulations.
 14. Ability to train and guide others.
 15. Ability to exhibit tact, diplomacy, and judgment when dealing with co-workers, other City employees, and external contacts.
 16. Ability to analyze complex problems and recommend possible solutions.
 17. Ability to multi-task.
 18. Ability to work under pressure.
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Physical Requirements:

1. Ability to lift 60 pounds and transport 20 feet.
 2. Ability to make and receive phone calls.
 3. Visual stamina and acuity adequate to review alpha/numeric data and spend long periods looking at computer screen.
 4. Ability to operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
 5. Hand and eye coordination adequate to input computer data and operate various office equipment.
 6. Ability to sit and be attentive for extended periods of time.
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Supervisory Responsibility (Direct and Indirect):

Direct Library Clerk

Indirect

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:

Tobias J. Tempelmeyer, City Administrator

June 8, 2021