



Library Assistant

DEPARTMENT: Library
DIVISION: N/A
SUPERVISOR: Library Director
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: Dependent upon hours worked
CONFIDENTIAL: No

POSITION SUMMARY

Provides public service as the library patron's first point of contact; Performs essential circulation functions of checking materials in/out, shelving, collecting fines/ fees, answering the telephone, and assessing material damage; Provides support to public computer users; Instruct patrons in library catalog use, finding materials, limited reader's advisory, and ready reference; Assist patrons in accessing digital services; Assist with, and occasionally develop, library programs.

SUPERVISION RECEIVED

Works under the general supervision of the Library Director.

SUPERVISION EXERCISED

Supervision is not a typical function assigned to this position. May provide training and give direction to volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Prepare the library for opening and/or closing. Staff the circulation area, which includes checking library materials in and out; collecting fines/fees; answering the telephone; reviewing returned materials for damage, arranging materials for re-shelving and shelving materials.
- Perform paraprofessional library duties such as searching the library catalog, locating or requesting items, and notifying patron of arrived requests. Instruct patrons in the use of the online library catalog to locate materials. May provide limited reader's advisory and ready reference services for the public.
- Respond to inquiries from the public regarding use of the library. Explain use of facilities and equipment, e.g., public-access computers, printers, photocopier, microfilm reader, etc. Explain library programs and services to patrons. Provide directions in the use of Library of Things items available for checkout such as mobile hotspots and 3-D pens.
- Issue library cards in accordance with City policy.
- Provide support to patrons using the public access computers, e.g., formatting resumes and documents, finding information, internet safety, forgotten passwords, setting up email accounts, etc.
- Provide support to patrons in accessing digital services such as eBooks, digital magazines, etc. using their personal devices such as phones and tablets.
- Assist with, and occasionally develop, library programs including the creation of displays, brochures and event flyers, children's activities, makerspace offerings, etc.
- Manage room reservations and event registrations.

- Balance the till on a rotating basis; record total amount in log. Issue refunds from petty cash. Operate a Square credit card device.
- Maintain cooperative working relationships with co-workers, City staff, volunteers, other organizations, and the general public.
- Follow all safety rules and procedures for work areas.

PERIPHERAL DUTIES

- Aid other staff as workload and staffing levels dictate.
- Perform various clerical tasks in support of library operations, e.g., data entry and review of same by others, photocopying, completing reports, creating posters and brochures, publicity, ordering supplies, etc.
- Write book reviews and create social media content.
- Create digital graphic design for electronic flatscreen displays.
- Perform basic book processing, book repairs, and disc polishing.
- Review, sort, and box book donations. Assist the Friends of the Library with accessing donated materials.
- Review volunteer applications, conduct interviews, request background checks, train new volunteers in shelving, book processing and other tasks, and plan volunteer recognition events.
- Support the Library Board in administrative duties including compiling and distributing meeting packets, attending meetings, and creating meeting minutes.
- Serve on City committees as requested.
- Maintain proficiency by attending trainings, meetings, reading library listservs and publications, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Equivalent to high school education in general academic areas.
- b. Six months library experience.
- c. Any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

KNOWLEDGE, SKILLS, AND ABILITIES

Mandatory Requirements:

- a. Good customer service skills.
- b. Familiarity with computers and common software applications.
- c. Knowledge of general library operations.
- d. Operation of data entry and other standard office equipment and alpha/numeric sorting methods.
- e. Ability to juggle multiple priorities in a fast-paced work environment.
- f. Flexibility and eagerness to learn new skills.
- g. Alertness to safety issues involving people, equipment, and the building.

h. Ability to communicate effectively in English.

Desirable Requirements:

- a. Knowledge of the Dewey Decimal System.
- b. Previous work experience in a public library organization with automated library systems.
- c. Familiarity with a broad range of literature and print and electronic information sources.
- d. Acquainted with digital services such as eBooks, eAudiobooks, digital magazines, and downloadable/streaming music.
- e. Some college coursework and Spanish language skills are desirable.
- f. Familiarity with the operation of items for patron checkout such as mobile hot spots and 3-D pens.
- g. Acquainted with makerspace equipment and other emerging technologies.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Computer, printer, photocopier, barcode reader, Square credit card device, makerspace equipment, disc polisher, fax machine, microfilm reader, glue gun, die cutter, laminating machine, folding machine, paper cutter, rotary cutter, and scissors.

PHYSICAL DEMANDS

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, reach, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to five pounds on a regular basis such as magazines, files, books, office equipment, etc., and infrequently weighing up to 50 pounds. Manual dexterity and coordination are required over 50 percent of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING ENVIRONMENT

Usual library working conditions. The noise level in the work environment is typical of most library environments with telephones, personal interruptions, and background noises.

EMPLOYEE ACKNOWLEDGMENT

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 acknowledge that I have received a copy of the **Library Assistant** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Library Assistant

Date

Print Name: _____

Library Director

Date