



10/17/17

JOB TITLE: Library Assistant

DEPARTMENT: Library

STATUS: Part-Time, Non-Exempt

LABOR GRADE: 4

JOB SUMMARY: The purpose of this position is to provide administrative, technical and clerical support to various library services and programs, and to adopt and provide library technical expertise that complements and expands the availability of library services. Provide information services to the community by facilitating access to library resources including preparing materials and services; circulating materials; assisting patrons; answering reference questions; organizing materials.

MAJOR DUTIES:

- Uses automated library system to circulate materials to library users; reserve materials; set up new patron accounts.
- Shelves materials; ensuring materials on shelves are in order.
- Files newspapers and periodicals.
- Helps patrons locate library materials or online information and assists them with digital media, computer issues, and interlibrary loans.
- Arrives ½ hour before opening to the public and performing necessary opening procedures. Performs all closing procedures.
- Archive meeting minutes from local government organizations.
- Performs interlibrary loan procedures for all materials.
- Processing and repairing materials following established procedures.
- Performs other related duties as requested or required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Excellent customer service attitude.
- Knowledge of library practices and procedures.
- Skill in using automated library systems.
- Ability to work effectively and cooperatively with staff, patrons, and volunteers.
- Work a flexible schedule that includes day, night and weekend hours.
- Skill in the use of electronic equipment.
- Skill in the use of software such as Microsoft Word, Google, etc.
- Ability to multitask.

SUPERVISORY CONTROLS: The supervisor makes assignments by defining objectives, priorities and deadlines; assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation.

Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available.

The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

COMPLEXITY: The work consists of duties that involve related steps, processes or methods.

The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of, and differences among, a few easily recognizable situations.

SCOPE AND EFFECT: The work involves the execution of specific rules, regulations or procedures, and typically comprises a complete segment of an assignment or project of broader scope.

The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

PERSONAL CONTACTS: The personal contacts are with employees within the immediate organization, office, project or work unit and in related or support units.

The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of with whom to deal are relatively clear.

PURPOSE OF CONTACTS: The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

PHYSICAL DEMANDS: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items such as typewriters and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

MINIMUM QUALIFICATIONS:

Knowledge and level of competency commonly associated with some college education.

Sufficient experience to understand the basic principles relevant to the major duties of the job, or any equivalent combination of education and experience which demonstrates the required knowledge, skills and abilities.