



## POSITION DESCRIPTION

|   |                           |                                   |                                     |
|---|---------------------------|-----------------------------------|-------------------------------------|
| <b>Job Title:</b><br>Library Assistant I              |                           | <b>Department:</b><br>Circulation |                                     |
| <b>REPORTS TO:</b><br>Circulation Services Lead       | <b>SUPERVISES:</b><br>N/A |                                   | <b>FLSA STATUS:</b><br>Non-Exempt   |
| <b>Bargaining Unit:</b><br>AFSCME Council 517 Local 5 |                           |                                   | <b>Effective Date:</b><br>July 2018 |

### POSITION SUMMARY

Performs services for patrons relating to the circulation of library materials and assists in the location of materials.

### JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential function of the position include, but are not limited to the following:

- Greets library users and acquaints them with the services and facilities of the library.
- Performs services for library users at the Public Services desk utilizing the multiple functions of the automated circulation system: checks materials in and out; determines eligibility for and issues library cards; negotiates problem records with patrons; charges for lost items; receives requests for materials; keeps circulation records and other records.
- Prepares the Public Services desk for Circulation service.
- Fulfills opening and closing procedures of the library when scheduled.
- Assists library patrons in locating library materials and information.
- Collects fees, makes change, and maintains petty cash fund.
- Answers the phone and directs calls to other library departments and responds to email inquiries.
- May be in charge of the library and provide direction to shelvers or aides when other staff are not present.
- Receives, processes, and distributes new periodicals.
- Prepares and unpacks deliveries.
- Maintains awareness of new books and materials received at the library and performs readers' advisory services as directed.
- Instructs and assists patrons in use of library equipment; performs minor repairs to keep equipment in working order.
- Selects collections for distribution to stations.
- Maintains files as directed.
- Sorts and distributes mail and daily newspapers.

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.

### QUALIFICATIONS

#### Education

- High school diploma or GED certificate

#### Experience

- Two (2) years of library clerical experience

### Knowledge, Abilities and Skills

- Knowledge of general library methods and procedures.
- Ability to learn classification systems and arrangements.
- Ability to learn and use database software.
- Ability to communicate courteously and accurately both orally and in writing.
- Ability to explain service and procedures of the library to the public and assist them in locating materials.
- Positive attitude, flexibility and willingness to perform additional job-related duties or assignments.
- Ability to establish and maintain working relationships with other employees and the public courteously and tactfully.

### Special Equipment

Library computer system; personal computer including word processing, database entry, and communications software; calculator; copy and fax machines; telephone; label printer.

### Special Requirements

None.

### **COMPLEXITY**

Processes, procedures, or software vary from one assignment to the next, although assignments are related in function and objective.

### **RESPONSIBILITY**

Supervision Needed: This position either (a) carries out work with minimal supervision (i.e., the supervisor sets only goals, priorities, and deadlines; and the employee uses guidelines that cover most situations), or (b) follows the supervisor's directions on methods and desired results but modifies methods to resolve unforeseen situations and problems.

Supervision Given: Moderate coordination of work with other individuals (Non-Supervisory).

Impact: Work affects the overall efficiency and image of the organization on matters of significance.

### **REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS**

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards: While performing the duties of this job, this position:

Moderately strenuous - Occasionally runs, and/or Frequently Climbs up to 50 steps, and/or Continuously Balances, Bends/Stoops, Kneels, Crouches, Squats, Crawls, Stands, Walks, or Reaches above shoulder level, and/or Exerts up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Surroundings: Low Risk - Exposure to inside environmental conditions where it is adequately lighted, ventilated and heated, and normal precautions must be observed.

**The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.**