

**3.09R**

**POSITION TITLE: LIBRARY ASSISTANT I**

**DEPARTMENT: OSCAR GRADY PUBLIC LIBRARY**

**SUPERVISOR: LIBRARY DIRECTOR**

**LOCATION: OSCAR GRADY PUBLIC LIBRARY**

**HOURS: Permanent part-time position. Hours will be adjusted to meet the needs of the organization. Non-exempt position.**

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**A. JOB SUMMARY/OBJECTIVES:**

Library Assistant I is directly responsible to the Library Director and assists in the operation and activities of the Oscar Grady Public Library. Under general supervision this employee performs a variety of Library work of routine difficulty some of which may require specialized knowledge. Assistant I serves Library patrons directly or indirectly and may have some supervisory responsibilities.

**B. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following duties may vary from one Assistant to another and include, but are not limited to:

1. Performing circulation desk procedures on the computer, such as, checking in/out materials, registering patrons and collecting fines
2. Performing interlibrary loan tasks such as computer ordering, checking in/out of materials, routing deliveries of interlibrary loan materials and pulling materials for van delivery.
3. Assisting patrons in reference, directional and reader's advisory questions. Refers questions to the Library Director as needed. Assists patrons in finding materials in the building or through interlibrary loan.
4. Assists patrons with the computer catalog and some assistance with the internet or other programs on the public PCs. Helps with mechanical operations of Library equipment, including computers and copy machines.
5. Prints overdue notices, catalogs and processes new materials. Withdraws, repairs, or reconditions Library materials. Conducts bibliographic searching and editing of records as needed and under supervision when needed.
6. Assists with Library programs and displays. May lead class visits and conduct Library tours.
7. Interprets Library rules, policies, services and resources to patrons.
8. Performs light housekeeping duties.
9. Travels to meetings as required by Director.
10. Shelf-reads, shelves and straightens materials on shelves as needed.
11. Performs other reasonable duties as required by Library Director.

### **C. KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Due to the large amount of contact with the public this employee must enjoy working with people. Must have the ability to be courteous and tactful with people in person and over the phone and refer difficult situations to the Library Director.
2. Working ability to instruct others in the use of the Library facility and services; working ability to become familiar with titles and content of Library materials in order to recommend resources to patrons.
3. Working knowledge of Library methods, policies, and procedures including: reading and editing bibliographic records and interpreting the general Dewey Decimal classification system and arrangements.
4. Working knowledge with computers and the internet including databases and search methods.
5. Keyboarding and filing ability.
6. General knowledge of clerical methods and ability to follow written and verbal instructions.
7. Ability to work flexible hours including evening and Saturday hours.
8. Ability to establish and maintain effective working relationships with others.

### **D. MINIMUM QUALIFICATIONS :**

#### **EDUCATION AND EXPERIENCE:**

1. Minimum high school diploma.
2. Computer, keyboarding and other general office experience.
3. Some previous Library work experience or its equivalent in a relevant business environment.

#### **PHYSICAL DEMANDS:**

1. Physical ability to bend/twist and reach.
2. Includes sitting, standing, walking, climbing and stooping.
3. Push and pull book carts weighing 60-80 lbs. on wheels.
4. Handling: processing, picking up and shelving books.
5. Talking and hearing; use of telephone.
6. Far vision at 20 feet or further; near vision at 2 inches or less.
7. Fingering: typing, writing, filing, sorting, shelving and processing.
8. Mobility: travel to meetings outside the Library.

#### **ENVIRONMENTAL/WORKING CONDITIONS:**

1. General inside work environment.
2. Frequent evening and Saturday hours.

#### **EQUIPMENT USED:**

Typewriter, copy machine, computer terminal, computers, telephone, computer printers, fax machine.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

The position 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 have read and fully understand the Position Description for Library Assistant I. I agree to perform all the duties listed within the description.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Library Director: \_\_\_\_\_ Date: \_\_\_\_\_

Village Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_