



Effective: February 21, 2019

City of Sweet Home

Library Assistant

Job Description

FLSA Non-exempt

AFSCME

Approved by: Rose Peda, Library Services Director

### Library Assistant

#### **A. SUMMARY:**

Under supervision of the Director of Library Services performs circulation functions and basic clerical activities in support of library services; provides basic information about materials, programs and services; participates in the planning and executing of children's programs.

**B. SUPERVISION RECEIVED AND EXERCISED:** Supervision is not a responsibility of this position.

**C. EXAMPLES OF DUTIES:** The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

1. Answers basic questions about Library policies, facilities, and resources and explains Library rules and procedures by phone or in-person.
2. Performs various circulation duties, including checking library materials in and out and patron registration using the library computer system.
3. Performs opening and closing procedures including retrieving all materials from the book and DVD drops, checking the material in and printing routing slips.
4. Resolves overdue problems and checks returned materials for damage. Resolves overdue and damage issues with patrons.
5. Collects monies for overdue, lost, and damaged items and correctly makes change.
6. Demonstrates or assists in training library customers in the use of the online catalog.
7. Searches for and locate items requested by patrons; answer basic reference questions; assist patrons in use of library services, including electronic resources, public access computers, printing and photocopier.
8. Participates in the planning, execution and promoting of library programs and special events.
9. Shelves books and other materials.
10. Maintains regular job attendance and adherence to working hours.
11. Develops and sustains positive, cooperative team-oriented working relationships with supervisor, coworkers, other city employees, and volunteers.
12. Follows all safety rules and procedures.
13. Ensures building security.
14. Maintains proficiency by attending trainings, webinars and workshops as required.
15. Maintains work areas in a clean and orderly manner.
16. Represents the Sweet Home Public Library in a positive, responsive manner to the public, to volunteers and patrons.
17. May on occasion, operate a motor vehicle to attend training or courier materials.
18. Performs other duties as assigned.

## **D. QUALIFICATIONS**

### **Knowledge of:**

- Applications of automated library circulation systems
- Standard library practices and procedures, including circulation and cataloging
- Record keeping principles and procedures
- Basic arithmetic principles and cash handling
- Modern office practices, methods, and computer equipment and applications
- English usage, spelling, vocabulary, grammar, and punctuation

### **Ability to:**

- Exercise good judgment, courtesy and tact with the public
- Operate relevant computer systems, including hardware, software and office machines
- Communicate effectively, both orally and in writing, using proper grammar and spelling in the English language
- To provide services and support to varying individuals and groups
- Requires the physical ability to perform the essential job functions
- Apply policies and procedures
- Effectively communicate clearly, tactfully, and courteously
- Communicate effectively and professionally with diverse audiences, including the public and City personnel at all levels
- Resolve conflicts and maintain harmonious working relationships throughout the organization and with other agencies and departments
- Maintain regular job attendance and adherence to working hours
- Operate computers, telephone, keyboard, monitors, eBook-readers, projectors, mouse, calculators, printers, and other standard office equipment.

## **E. WORK ENVIRONMENT/PHYSICAL DEMANDS**

*Essential duties require the following physical abilities and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this position the employee is required to sit, stand, walk, bend, kneel, stoop, communicate, reach, grip, push, pull, and manipulate objects.
- The position requires mobility including the ability to move materials unassisted weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc.
- Manual dexterity and coordination are required more than 50% of the work period while operating equipment such as computers and other standard office equipment.
- The position requires the ability to identify colors.
- Ability to stand at a workstation for extended periods, the employee will typically perform in an office environment under usual office working conditions.
- The noise level in the work area is typical of most office environments, with some telephones, personal interruptions and background noises, and also includes exposure to alarms and frequent voice conversations.
- Near visual acuity to read printed materials and computer screens.
- Occasional ability to lift, carry, and put away parcels weighing up to 34 pounds each.
- An employee in this position regularly interacts with the general public and performs some work in crowded areas.

- Work is performed in a library environment and includes exposure to dust, chemicals, and inks about 20% of the work period.

## **EXPERIENCE AND EDUCATION**

### **Experience**

One (1) year of library or general clerical experience that includes public service experience required.

### **Education**

High School Diploma AND one (1) year of library or general clerical experience that includes public service experience required. Or equivalent technical training, education and/or experience that provides the applicant with the knowledge, skills, and abilities required to perform the duties and responsibilities may be substituted.

## **LICENSE AND CERTIFICATE**

State of Oregon Driver's License or ability to obtain within six (6) months

### **Desirable Qualifications**

Experience in local government preferred.