

City of St. Helens

Job Title: LIBRARY ASSISTANT
Department: Library
FLSA Status: Non-Exempt
Union: Dependent upon hours worked
Revised: August 19, 2020

PURPOSE OF POSITION

Performs various duties within the Library requiring general knowledge of library operations, primarily in the circulation area, including technical services, children's services, and limited ready reference.

SUPERVISION RECEIVED

Works under the general supervision of the Library Director.

SUPERVISORY RESPONSIBILITIES

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

ESSENTIAL JOB FUNCTIONS include, but are not limited to the following:

- Prepare the library for opening and/or closing. Staff the circulation area, which includes checking library materials in and out; collecting fines/fees; answering 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.
- Issue library cards in accordance with City policy.
- May assist with library programs including the development of displays, brochures and event flyers, children's craft activities, etc.
- Balance the till on a rotating basis; record total amount in log. Issue refunds from petty cash.

- 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.
- Administrative support for the Library Board including, but not limited to, creating agendas and packets, attending meetings, and creating meeting minutes.

AUXILIARY JOB FUNCTIONS

- Provide assistance to 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.
- 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.

KNOWLEDGE/SKILLS/ABILITIES

Mandatory Requirements: Knowledge of general library operations, Dewey Decimal Classification System, operation of data entry and other standard office equipment, alpha/numeric sorting methods, and computerized/hard copy research techniques. Equivalent to high school education in general academic areas and six months library experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties. Familiarity with computers and common software applications. Ability to communicate effectively in English. Good customer service skills.

Special Requirements/Licenses: None.

Desirable Requirements: Previous work experience in a public library organization with automated library systems. Familiarity with a broad range of literature and information sources. Some college coursework is desirable.

TOOLS AND EQUIPMENT USED

Computer, printer, photocopier, barcode reader, 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 CONDITIONS

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 ACKNOWLEDGEMENT

This description covers the most significant essential and auxiliary duties performed by the position, but does not include other occasional work, which may be similar, related to, or a logical assignment for 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.

ACKNOWLEDGEMENT

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 guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____