

CITY OF NEWBERG
POSITION DESCRIPTION

Class Title: Library Assistant
Department: Community Service
Division: Library
Date: July, 2005

Range Number: 117

Location: Library

GENERAL PURPOSE

Performs a variety of routine and complex clerical work in the operation of the library.

SUPERVISION RECEIVED

Works under the supervision of the Department Support Manager or Adult or Children Services Management Teams.

SUPERVISION EXERCISED

Performs as lead worker in the absence of the Division Manager. May exercise limited supervision over aides, library shelvers, or part-time, contracted, or temporary personnel or volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Checks library materials in and out.

Registers new patrons.

Processes overdue charges and fines.

Performs routine maintenance on books and other materials, such as mending covers, replacing bar codes, or preparing labels.

Assist patrons in reference work.

Provides story time and programming.

Supports divisions on a variety of programs and operations.

Inputs data into computer.

Answers telephone calls and provides information or otherwise assists or refers patrons as appropriate.

Assists in maintaining library collections and facilities by picking up toys; straightening books, chairs, shelves, papers and magazines; changing calendars; and emptying waste containers and book drops.

Processes inter-library loans and in-house reference work.

Maintains necessary operating records.

Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, making arrangements for use of library facilities, setting up tables and chairs for programs, etc.

PERIPHERAL DUTIES

Schedules and assist in carrying-out special programs, including assistance in scheduling, publicity, refreshments, reservations, setting up, etc.

Serves as a member of various city employee committees, as assigned.

Assists staff in the performance of their duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school or GED, supplemented by two years of post-secondary education or training in library science, liberal arts, education or a related field, or

(B) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Some knowledge of the principles and practices of modern library systems and programs; Some knowledge of library circulation or processing techniques; Working knowledge of library classification systems; Working knowledge of basic office procedures;

(B) Skill in operation of listed tools and equipment.

(C) Ability to accurately maintain library filing systems; Ability to orally communicate effectively; Ability to establish and maintain effective working relationships with patrons, employees, supervisors, and the general public.

SPECIAL REQUIREMENTS

May need a valid state driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Library computer system; calculator; copy and fax machine; phone; automobile.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

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.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: July, 2004

Revision History: July, 2005

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