

CITY OF NEWBERG POSITION DESCRIPTION

Class Title: Library Assistant I, II, III
Department: Library
Division: Varies

Range: I-117, II-123, III-125
FLSA Status: Non-Exempt
Date: October 2016

GENERAL STATEMENT

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

SUPERVISION RECEIVED

Works under the supervision of the Senior Library Assistant or other senior staff.

SUPERVISION EXERCISED

Performs as lead worker in the absence of the Senior Library Assistant or other senior staff. Library Assistants II or III may exercise limited supervision over, or direct the activities of, Library Assistants I, Library Shelves, 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.

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.

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

Assists with updating and organizing department Operational Guidelines and maintaining and administering department security measures.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness. Requires important attention to detail processing a high volume of work with minimal errors.

Inputs data to standard office and department forms; makes moderately complex postings to accounts; compiles statistical data for various reports.

Serves as cashier including receipting of payments and various other payments, and posting monies to appropriate accounts.

Supports divisions on a variety of programs and operations.

Inputs data into computer.

Assists patrons in reference work.

Assists with story time and/or programming.
Processes inter-library loans and in-house reference work.

Assists with purchases of limited collections of materials.

Assists in the procurement of department materials and supplies.

Maintains necessary operating records.

Performs a variety of miscellaneous duties such as answering phones, 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

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

Assists staff in the performance of their duties as required.

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

Receive and distribute incoming interoffice mail, process outgoing mail.

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 and Experience:

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.

Progression of advancement through the Library Assistant classification series is dependent upon public library experience in general and specifically, experience at the Newberg Public Library.

Any equivalent combination of education and experience may be considered.

Special Requirements:

Must successfully pass a criminal history background check, including review of driving record. Must be able to pass the department's security clearance standards for unescorted access to certain City facilities.

Knowledge, Skills & Abilities:

- Working knowledge of basic office procedures.
- Working knowledge of library classification systems.
- General knowledge of library circulation techniques.

- General knowledge of the principles and practices of modern library systems and programs.
- Skill in operation of standard office equipment and specialized library services equipment.
- Ability to use personal computers and software, including word processing, spreadsheets, databases, and departmental specific programs.
- Ability to accurately maintain and operate library computer systems.
- Ability to verbally communicate positively and cooperatively and in writing with supervisors, employees, customers and the general public.
- Ability to establish and maintain positive and cooperative working relationships with patrons, City staff, other organizations and the general public.

TOOLS AND EQUIPMENT USED

Library computer system; personal computer, electronic reference resources; various types of audio/visual equipment, standard library and office equipment and a variety of communication devices.

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 accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently 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 occasionally 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.

The noise level in the work environment is generally moderate with occasional loud outbursts.

This 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.

Revision History: July 2004; July 2015; October 2016; January 2017.