LIBRARY ASSISTANT

POSITION SUMMARY

This position is responsible for performing a variety of sub-professional library work requiring specialized knowledge. The primary responsibility of this position is to assist library users in the circulation area and assist librarians with all aspects of running the library.

RESPONSIBILITIES

Essential Duties (may not include all of the duties performed):

- Maintains inventory and orders general office supplies
- Checks in, checks out and renews library materials
- Issues new and replacement library cards and updates patron records
- Assists library users in locating materials
- Fields requests for new acquisitions and interlibrary loans
- Assists library users in making photocopies
- Assists library users in receiving and sending a fax
- Answers phones and directs calls to appropriate staff as needed
- Shelves library materials; reads shelves and keeps material in good order
- Troubleshoots computer problems on public access computers
- Collects and records fines, fees and other monies
- Processes library materials and makes them shelf-ready by adding dust covers and security tags.
- Closes the library with part-time staff on Fridays
- Sorts mail and routes to appropriate staff
- Assists library director and assistant director in various tasks

Required skills and abilities

- Ability to maintain confidentiality
- Ability to deal pleasantly with the public and maintain positive public relations
- Ability to learn the Dewey Decimal System and other library procedures
- Strong computer skills
- Strong problem-solving skills
- Ability to interpret and implement library policies and procedures
- Ability to work independently with limited supervision
- Ability to understand and carry out oral and written instructions

Judgment/Decision Making:

- Performs tasks and duties under general supervision, using established policies and procedures and some innovation
- Resolves conflicts through tact and diplomacy
- Refers unusual problems or exceptions to a supervisor

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RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Lead worker over others in similar jobs and / or provides work leadership and direction.
- May be responsible for closing duties.
- May assist with training of part time staff members.

Relation to Others:

- Regular contact with the general public and staff in the provision of library services; requires normal courteous interaction and tact.
- Requires normal courteous interaction and basic interpersonal skills and tact to communicate with others.
- Incumbent is cooperative and assists others.
- Works to promote teamwork within the department and within the City in general.

SKILLS

Education and Experience:

- High school diploma or General Equivalency Diploma (GED)
- Strong experience utilizing computer applications for word processing, spreadsheets, presentation software, and database management.
- One to three years customer service experience.

Special Requirements (position requirements at entry):

- Valid Driver's License

WORKING CONDITIONS:

Environment:

- Working conditions involve some exposure to moderate risk of accident and require following basic safety precautions
- Physical demands include moderate physical activity that includes prolonged standing, sitting and/or walking, handling moderate weight objects and/or using or carrying equipment.
- Positions in this class typically require: climbing, stooping, reaching, standing, walking, pushing, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Work may require routine travel.

CLASSIFICATION AND HISTORY:
FLSA: Non-Exempt
Grade: 11 (G-11)
City Commission Approved: 3/21/2023

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Updated: Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.