



# CITY OF WEST LIBERTY, IOWA

## Library Assistant

**DATE:** Adopted

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**CLASSIFICATION:** Non-exempt

**DEPARTMENT:** Library

### **JOB DESCRIPTION:**

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#### **Summary/Objective**

Under the direction of the Library Director, this employee is responsible for providing reference/circulation and readers' advisory services, copy-cataloging, and book processing. Specific responsibilities will be assigned by the Library Director on the basis of experience, skills, and specific needs of the department and number of hours worked.

### **DISTINGUISHING CHARACTERISTICS:**

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The Library Assistant – Technical Services under the supervision of the Library Director, and the Librarian/Library Specialist(s).

### **ESSENTIAL FUNCTIONS:**

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Employer may make reasonable accommodation to enable individuals with disabilities to perform the essential functions.

- *Provides reference/circulation services:* working as needed at the circulation desks using both print and automated resources, answering communications, and developing a thorough knowledge of reference/circulation tools and techniques.
- *Provides readers' advisory services:* maintains an awareness of bibliographies and other tools to assist patrons in finding their resources or materials.
- *Performs copy cataloging:* uses various resources to complete basic descriptive records for materials.
- *Processes materials:* prepares materials for circulation as instructed.
- *Assists with program development and implementation:* develops programs for all age groups with the approval of the Library Director and relevant Library Specialist; assists with the implementation of programs for all age groups; develops and maintains a knowledge of local interests and wider trends in programming and events.
- Participates in appropriate continuing education activities and professional organizations as requested.
- Trains and supervises staff and volunteers as assigned.

### **QUALIFICATIONS:**

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- Firm knowledge of organization and operation of the library.
- Current principles and practices of library science.
- State and federal library legislation.
- Books, authors and book classification.

- Modern office procedures, methods, and computer equipment.
  - Awareness of current social, cultural, and educational topics and trends.
  - English usage, spelling, grammar and punctuation required. Spanish preferred.

## **SKILLS AND ABILITIES:**

- Ability to learn library procedures readily.
  - Ability to learn quickly and use new skills and knowledge brought about by rapidly changing information and/or technology.
  - Ability to work a flexible schedule that includes day, night and weekend hours, including hours outside of regularly scheduled time.
  - Ability to work in an environment of shifting priorities and frequent interruptions, hectic pace and interaction with staff and public.
  - Working with diverse socio-economic, cultural and ethnic backgrounds of patrons and staff.
  - Ability to understand and follow moderately complex oral and written instruction.
  - Skill in self-motivation and organization.
  - Skill in oral and written communication.
  - Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.
  - Some knowledge of major fields of learning, comprising the social sciences, natural sciences and humanities.
  - Utilizing computer technology used for communication, data gathering and reporting.
  - Some knowledge of basic reference sources.
  - Some knowledge of basic arithmetic skills.
  - Ability to establish and maintain effective working relationships with those contacted in the course of work.
  - Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the public, etc. sufficient to exchange or convey information and to receive work direction.

#### **TRAINING AND EXPERIENCE REQUIREMENTS:**

Education: Graduation from High School or equivalent G.E.D.

Experience: At least one year related experience preferred.

## **LICENSING REQUIREMENTS:**

State of Iowa Public Librarian's Certificate or ability to obtain within 1 year of hiring.

**ESSENTIAL PHYSICAL ABILITIES:**

Positions in this class typically require standing, mobility, fingering, talking, hearing, seeing and repetitive motions.

Ability to exert up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Ability to perform sedentary work that involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SUPERVISORY RESPONSIBILITY:**

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May supervise Shelving Assistant(s) and volunteers at times.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

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This is a part-time position. General hours of work and days are dictated by library hours of operation. The library is open six days a week. Hours of operation are anytime between 8 am and 8 pm. Evening and weekend work are required as job duties demand.

**DISCLAIMER:**

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The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of West Liberty employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of West Liberty is to be considered "at-will".

**SIGNATURES:**

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Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_