



Library Assistant

DEPARTMENT:	Library	SUPERVISOR:	Library Director
CLASSIFICATION:	Non-Exempt	PAYROLL:	Grade F

POSITION SUMMARY: Perform paraprofessional duties within the Library requiring a general knowledge of library operations, programs, and procedures including circulation, technical services, inter-library loan services, children's services, reader advisory, and basic reference.

ESSENTIAL JOB FUNCTIONS

Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.

- Public service in person, by telephone, and electronically.
- Works at the library service desks.
- Performs circulation and cataloging functions.
- Provides reader advisory and ready reference assistance to Library users.
- Checks book orders and materials to verify shipments. Processes books and/or serials for circulation and assists with collection maintenance.
- May be assigned specific library functions such as placing orders for library supplies.
- Trains library volunteers and assists with the training of library staff.
- Provides general clerical and office support to the library.
- May represent the City library on assigned professional committees.
- Contributes to a positive work environment.
- Maintains cooperative relationships with City personnel, elected officials and other agencies.

AUXILIARY JOB FUNCTIONS

- Maintains proficiency by attending trainings and meetings.
- Reads materials provided by Director.
- Maintains contact with others in the same areas of responsibility.
- Keeps work area in a clean and orderly manner.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- High school diploma or equivalent and two years library experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.
- Knowledge of general library operations such as the Dewey Decimal Classification System, operation of the Integrated Library System, standard office equipment such as calculators, fax machines, photocopiers, printers, scanners, and telephone equipment. Position requires the ability to interact in a busy public service environment. Must be able to work independently and with little supervision.
- Previous experience in public libraries, knowledge of a language other than English, or working with small children (depending on which position is open) is desirable.

CERTIFICATES/LICENSES/REGISTRATIONS

- This position does not require any certificates, licenses, or registrations.

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 Library has usual office working conditions.
- The noise level in the work area is typical of most library and/or office environments with telephone, personal interruption, and background noises.
- Work schedule will include evening and weekend hours.

PHYSICAL ABILITIES

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 position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach and manipulate objects.

- The position requires mobility. Duties involve moving materials weighing up to ten pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to forty pounds.
- Manual dexterity and coordination are required over 50% of the work period which operating equipment, such as a computer keyboard, typewriter, calculator, and standard office equipment.

SUPERVISION

- Works under the general supervision of the Library Director.
- Supervision is not a typical function assigned to this position. May provide basic training and orientation to volunteers, students, and newly assigned personnel on site policies and practices.

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 City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Library Assistant

Date

Library Director

Date