

**City of Groves
Job Notice**

DEPARTMENT:	Library
POSITION:	Library Assistant II
CLASSIFICATION:	Regular Full-time
GRADE:	102

HOURLY RATE FOR FY 2020-2021

Grade 102	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Pay Rate	\$16.91	\$17.76	\$18.65	\$19.58	\$20.56	\$21.58	\$22.66	\$23.80	\$24.99	\$26.24

NATURE OF WORK

Under general supervision, work involves responsibility for performing a variety of Library support responsibilities, including cataloging materials, preparing programs, providing assistance to patrons, shelving materials and providing assistance to Library Director in day-to-day operations of the library.

REQUIREMENTS

ESSENTIAL FUNCTIONS OF WORK:

- Catalog materials, including books, serials, electronic resources and audio visual, into library collection.
- Maintain accuracy of library automated database. Investigate and resolve problems relating to such issues as bar coding, duplicate or unlinked records, system errors, etc.
- Search online database for new titles. Conduct research online and in journals in order to keep current of titles that interest patrons (e.g., juvenile readers). Prepare book orders.
- Prepare selected library materials for circulation by applying laminated covers, typing spine labels and applying barcodes.
- Perform duties at the circulation desk, including provide reference assistance, suggest appropriate materials for patrons, check materials in/out, assist patrons with online catalog (OPAC). Internet, computer, and copier, receive fines and book sale proceeds.
- Perform support duties including answering phones, faxing, making copies, and preparing and maintaining records and documents. Troubleshooting computer workstations and printers.
- Shelving materials on designated library shelves according to the Dewey Decimal system, including shift materials and proofread shelves for accuracy.
- Provide guidance, direction and training, including computer system operation and library policies and procedures, to volunteers, student library workers and part-time library employees
- Plan, prepare and conduct children’s programs. Construct program displays; maintain records and promote programs to schools. Coordinate and conduct youth tours. Prepare certificates for Summer Reading Program participants.
- Manage collection with supervision from the Director for weeding and evaluation of materials. Recommends acquisition, retention, discarding or special handling of library materials.

CERTIFICATES AND LICENSES REQUIRED:

- None required at this time.