

## Job Description – City of Groves



Job Title: Library Assistant II  
 Department: Library  
 Reports to: Director, Library  
 Pay Grade: 108  
 FLSA Category: Non-exempt  
 Schedule: 40 hours/week  
 Date Revised: August 5, 2011

### **BRIEF DESCRIPTION OF THE JOB:**

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.

### **ESSENTIAL DUTIES AND LEVEL OF STRENGTH EXERTED ON EACH:**

[S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs); H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs)].

Strength Exerted	Description of Essential Job Duties
L	Catalog materials, including books, serials, electronic resources and audio visual, into library collection.
S	Maintain accuracy of library automated database. Investigate and resolve problems relating to such issues as bar coding, duplicate or unlinked records, system errors, etc.
S	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.
L	Prepare selected library materials for circulation by applying laminated covers, typing spine labels and applying barcodes.
L	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, .
L	Perform support duties including answer phones, fax, make copies and prepare and maintain records and documents. Troubleshoot computer workstations and printers.
L	Shelving materials on designated library shelves according to the Dewey Decimal system, including shift materials and proofread shelves for accuracy.
L	Provide guidance, direction and training, including computer system operation and library policies and procedures, to volunteers, student library workers and part-time library employees.
L	Plan, prepare and conduct children's programs. Construct program displays; maintain records and promote programs to schools. Coordinate and conduct youth library tours. Prepare certificates for Summer Reading participants.
L	Manage collection, with supervision from the Director for weeding and evaluation of materials. Recommends acquisition, retention, discarding or special handling of library materials.

### **OTHER ESSENTIAL DUTIES:**

- Regular and reliable attendance

### **OTHER DUTIES:**

- Lift, carry and load books onto book carts/trucks.

Library Assistant II - Library

- Participate in professional development, maintain awareness of current trends and provide recommendations for improvements to the Library.
- Direct Library employees and operations when Library Director is unavailable.
- Perform other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

This position has limited supervisory responsibility over student and part-time workers and volunteers.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:** Graduation from high school including or supplemented by courses in library science and experience in general clerical work; OR any equivalent combination of schooling, training and experience which provides the following skills, knowledge and abilities:

- Knowledge of office procedures, practices and equipment, including business practices, general clerical functions, terminology and mathematics.
- Knowledge of Microsoft Office software, Internet, library software applications and other computer operations.
- Knowledge of the principles and practices of library science.
- Knowledge of business English, spelling, punctuation and Dewey decimal system.
- Knowledge of modern library methods, techniques and standard library reference tools.
- Knowledge of current children’s literature.
- Knowledge of reader interest levels, book and non-book materials and programs and services appropriate for the age groups served.
- Ability to prepare and present public programs.
- Ability to enter and verify data in the computer quickly and accurately.
- Ability to communicate clearly, concisely and courteously, orally and in writing, with employees, library patrons and the public. Ability to compose routine letters and reports.
- Ability to communicate tactfully and effectively with unruly or distraught patrons.
- Ability to efficiently operate and troubleshoot library computer system and other office equipment.
- Ability to make decisions recognizing established precedents, practices and systems, and to use resourcefulness, tact and courtesy in meeting new problems and in dealing with library patrons.
- Each employee of the City of Groves is identified by the City to be part of the emergency response team before, during and/or after any emergency or disaster. Essential personnel are required to work before, during and/or immediately after an emergency or disaster.

**EDUCATION AND EXPERIENCE:** A combination of education and experience and professional skills that best meets the needs of this position will be considered. Some considerations are:

- High school diploma or equivalent required.
- Completion of two years’ library experience preferred.

(Years of education/experience may be considered in selection process with regard to minimum qualifications)

**CERTIFICATES AND LICENSES REQUIRED:**

None required at this time.

**ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:**

Cash at workstation.

**TOOLS AND EQUIPMENT USED:** Computer with online catalog (OPAC), integrated library system (ILS) and Microsoft Office software, typewriter, copier, telephone, fax machine, pens, pencils, calculator, step stools, ladders, book truck/cart.

**DESCRIPTION OF PHYSICAL DEMANDS TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB AND PERCENTAGE OF TIME SPENT ON EACH:**

Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week).

Physical Demand	Frequency	Description of Demand
Standing/Walking	F	Walking or standing in Library at circulation desk, library facility and workstation.
Sitting	F	Sitting at workstation performing job duties.
Lifting/Carrying	F	Physical activities performed in lifting books for placing on carts or book trucks and shelves, cataloging materials or giving to patrons.
Reaching	O	Physical activities performed in lifting books for placing on carts or book trucks and shelves or to give to patrons, receiving reports from printers and fax and cataloging materials.
Fine Dexterity/Handling	F	To operate computer and calculator, to catalog books and writing.
Twisting	F	Physical activities performed in lifting books for placing on carts or book trucks and shelves or to give to patrons, cataloging books and receiving reports from printers and fax.
Pushing/Pulling	O	Physical activities performed in working with book truck/cart.
Kneeling/Bending	O	Physical activities performed in placing/retrieving books on bottom shelves of book truck/cart and book shelves and cataloging books.
Climbing	O	Climb ladder or step stool to place or retrieve books on library shelves.
Vision	C	Physical activities performed in working with patrons, receiving reports from printer and fax, cataloging materials and organizing books on cart and shelves.
Hearing/Talking	C	To communicate with patrons, citizens and employees on the phone and in person.

**DESCRIPTION OF NON-PHYSICAL DEMANDS AND PERCENTAGE OF TIME SPENT ON EACH:**

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

F time pressures

O irregular schedule

F frequent change of task

O tedious exacting work situation

F performing multiple tasks simultaneously

O emergency situations

R danger/physical abuse

O noisy/distracting environment

C working closely with others as part of a team

other: \_\_\_\_\_

**Applicant Notes:**

- Pre-employment drug screens required, and substance abuse policy enforced.
- The City of Groves is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications are required to be considered for open positions.** A resume may be provided but does not take the place of a completed application.

***Job Description Acknowledgement Form***

I have received, reviewed and fully understand the job description for ***Library Assistant II***. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

***Employee Name*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

***Employee Signature*** \_\_\_\_\_