

City & Borough of Wrangell

Position Description

Position: Library Assistant II	Position Number:
Department/Site: Library	FLSA: Non-exempt
Evaluated by: Library Services Director	Salary Grade: 12

Summary

Organizes and performs a variety of clerical and technical library duties in a community-based library, ensuring patrons have access to materials, reference, and search resources.

Distinguishing Career Features

The Library Assistant II is the second in a multi-level career path for community library services. The Library Assistant I provides circulation and customer service support. Advancement to Library Assistant II is possible by additional responsibility for opening and closing the library, team leadership, and competency in customer service, circulation, reference, and technology.

Essential Duties and Responsibilities

- Assists in the operation of a community library including but not limited to circulation, reference, periodicals, and other media.
- Opens and sets up the library for customer service. Oversees circulation and shelving of materials and provides direct customer service.
- Trains and guides other staff in library operations. May prioritize work for other Library Assistants. Participates in on-going technology and automation training.
- Charges out and checks in library materials. Checks materials for damage and wear. Collects service charges on overdue, lost, or damaged materials. Responsible for automated cataloging, reports, and notices.
- Sorts and files books. Maintains routine files related to Library operations. Accepts applications for library cards. Updates customer files from direct inquiry and returned mail.
- Prepares books and other materials for circulation.
- Assists patrons with use of the library. Assists them to find materials, instructs them to use resource guides and in the use of computers for searching information. Orients patrons to the use of filing systems used in the Library.
- Assists patrons with basic reference, public access catalog, and periodical and other research using the latest technology.
- Follows-up on overdue materials. Sends notices, collects fines, and maintains associated records.
- Catalog and barcode items including entering them in to the library's database.
- Orders and receives new materials (books, media, or periodicals). Also, enter new

materials into the system and enters them into circulation. Receives and distributes inter-library loan materials.

- Organizes and decorates library. Designs and constructs library displays, bulletin boards, posters and signs. Maintains an orderly environment that supports library activity.
- May order books and periodicals for library use within established parameters set by a manager.
- May mend and repair book and non-book materials. Disposes of damaged or outdated materials according to established procedures.
- Maintains certain aspects of the library budget by posting expenditures and encumbrances and maintaining up-to-date account balances for items such as books, supplies, microfilm, periodicals, and other materials.
- Verifies the accuracy of cash receipts and prepares deposits.
- Participates in conducting annual physical inventory of Library materials.
- Performs routine clerical and record keeping duties.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires specialized knowledge of basic library methods, practices and terminology including use of automation system and basic reference sources. Must understand the Dewey Decimal System of classification and the American Library Association rules for maintaining a computer-aided card catalog system. Requires knowledge of personal computers to use common office productivity software and special cataloging, customer transaction, and search programs used by the Library. Requires a working knowledge of financial record keeping sufficient to summarize daily activity and reconcile customer accounts. Requires sufficient human relations skill to exercise patience and deal courteously with patrons of all ages and to conduct orientation. Requires sufficient math skills to add, count, and develop alphanumeric sequences.

▪ Abilities

Requires the ability to perform all of the duties of the position with only general supervision and support. Requires the ability to follow detailed procedures such as standard library cataloging and filing rules. Must be able to maintain a well organized and attractive library setting. Must be able to apply and explain library rules, regulations and policies. Must be able to monitor and maintain acceptable customer behavior. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services. Must be able to learn to perform transactions within an automated library system. Must be able to perform routine clerical and record keeping duties. May be required to work evenings and weekends.

▪ Physical Abilities

Requires the ability to function primarily indoors in an office which can be sedentary. However, the ability to move furniture, boxes of books, and other lighter physical abilities

are necessary. Requires the ability to continually and alternately move from sitting to standing to assist the public. Requires sufficient ambulatory ability to move about to office and remote locations. Requires auditory ability to carry on audience, ordinary, and telephonic conversation. Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts. Requires manual and finger dexterity to write and to operate microcomputers and other

- **Education and Experience**

Graduate from high school or equivalent and 2 years clerical experience. Technology, computer experience, and public service preferred.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors with minimal exposure to health and safety hazards.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.