City & Borough of Wrangell Position Description

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| Position: Library Assistant I | Type: Temporary, Part-Time |
| Department/Site: Library | FLSA: Non-exempt |
| Evaluated by: Library Services Director | Salary Grade: 9 |

# **Summary**

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| Performs routine and recurring clerical duties specific to Library operations and the provision of patron services. Duties may relate to processing, and circulation of library materials, and responding to routine requests for information and assistance. |

## Distinguishing Career Features

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| The Library Assistant I is the first in a multi-level career path for Library media services. The Library Assistant I provides circulation and customer service support.  |

## Essential Duties and Responsibilities

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| * Assists patrons with finding library materials. Helps patrons use resource searches and library materials to locate information of interest.
* Charges out and checks in library materials. Collects service charges on overdue, lost, or damaged materials. Types overdue notices and similar short forms.
* Sort and file books and use the automation system. Maintains routine files related to library operations. Accepts applications for library cards.
* Prepares books and other materials for circulation. Applies labels, bar codes, and plastic covers to books and audiovisual materials.
* Shelves and re-shelves books into proper alpha or numeric category.
* Checks in periodicals received by the library. Discards periodicals according to instructions. Displays or files periodicals as appropriate.
* Catalogs pre-classified books and other library materials by obtaining the correct bibliographic record on-line from a computer database.
* Performs clerical tasks such as data entry into to pre-established databases using data entry screens, and processing reports on items such as books that are missing, replaced, transferred, or discarded.
* Processes interlibrary loan requests through the OCLC database.
* Mail duties: prepare books and other items to mail back to other loaning libraries.
* Assists other staff with preparation for and presentation of children’s programming. Assists students during the summer reading program.
* Participates in library beautification efforts such as but not limited to displays, placing and aligning materials on shelves, furniture arrangements and cleanliness, and appearance of entry ways.
* Performs other duties as assigned that support the overall objective of the position.
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## Qualifications

* **Knowledge and Skills**

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| Requires basic knowledge of library clerical procedures and basic familiarity with reference tools and sources including use of automated library card catalogs. Requires a basic understanding of the Dewey Decimal System of classification and the American Library Association rules for filing. Requires sufficient human relations skill to exercise patience and deal courteously with patrons of all ages. Requires sufficient writing skills to compose routine memos and announcements. |

* **Abilities**

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| Requires ability to perform all the duties of the position and to follow detailed procedures such as library filing rules. Requires the ability to work with a diverse customer population of all ages. 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. Requires the ability to learn library filing systems. Must be able to learn to perform transactions within an automated library system. Required to work Saturdays and one evening per week.  |

* **Physical Abilities**

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| Incumbent must be able to function indoors in an office and/or library circulation desk environment engaged in work primarily of a moderately active nature. Requires ability to converse with patrons, provide accurate information, and communicate effectively with small groups. Requires ability to operate a computer, mobile devices, and other office equipment. This position requires the employee to move about inside the office to access filing cabinets, bookshelves, computers, and check-out desk. Will occasionally ascend/descend stairs and move equipment weighing up to 40 pounds.  |

* **Education and Experience**

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| The position requires a high school diploma plus one year of experience in a library, educational support setting, or equivalent in customer service. College-level courses and/or a certificate in library science is preferred and may substitute for some experience. Competency in a second language is desired. |

* **Licenses and Certificates**

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| May require a valid driver's license. |

* **Working Conditions**

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| 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.