

City of Kelso, Washington

Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

TITLE

Library Assistant I

DEPARTMENT

Library

CLASS/EXEMPT STATUS

Teamster / Non- Exempt

DIVISION

Library

SUPERVISOR

Library Manager

CLASSIFICATION RANGE

S-8

POSITION DESCRIPTION

This position provides general library patron support and library administrative services working in a team environment. This position requires working rotating shifts including days, evenings, and Saturdays. These shifts include times when the position works independent of supervision, while providing supervision to part-time staff. Some shifts have heavy public contact which requires tact, patience, and the ability to communicate clearly. This position works in a public environment characterized by frequent deadlines, constant interruptions, multiple tasks and potential conflicts with the public. The Library Assistant I reports solely to the Library Manager. Movement within the library is essential.

ESSENTIAL FUNCTIONS

- Assist the public at the circulation desk, answer reference questions, and perform library clerical tasks.
- Train and oversee support staff: pages, volunteers, and community service workers.
- Check materials in and out for patrons.
- Shelve, shelf read, weed, empty book drop and discard damaged, lost and outdated materials.
- Take book reservations, book purchase requests, and inter-library loan requests.
- Assist patrons with reference questions in person and by telephone and provide reader's advisory.
- Assist patrons with computerized card catalog.
- Process library card applications.
- Read book reviews and make recommendations for purchase of new library materials.
- Process adult fiction collection, videos, and music collection.
- Check in and process periodicals and maintain subscription records.
- Take in and record monies.
- Sort and distribute mail.
- Answer telephones, route phone calls, and take messages.
- Maintain an adequate inventory of office and book processing supplies.
- Balance revolving cash fund daily and receipt income.
- Perform routine clerical tasks including word processing using Microsoft Office.
- Keep the weekly schedule.
- Design and make informational and directional signs and banners, update bulletin boards, library brochures and bookmarks. Organize display case displays.
- Process and maintain overdue library materials sending out delinquent notices when required.
- Telephone patrons concerning overdue items.
- Prepare Civil Infraction Notices for Kelso Municipal Court.
- Mend library materials.

POSITION REQUIREMENTS (Sufficient education, training and experience to demonstrate the attainment of the knowledge and abilities listed below):

EDUCATION

- High school diploma or GED from an accredited school AND

EXPERIENCE

- Two years' minimum college and one years' experience in a small to medium sized public library. OR
- One year of college and two years' experience in a small to medium sized public library.
- Must be able to demonstrate proficiency in Microsoft Word, Excel and office methods procedures, special program applications, and spreadsheet programs.

KNOWLEDGE, SKILLS, ABILITIES, AND SPECIAL REQUIREMENTS

- Must be capable of working effectively and cooperatively with employees and patrons.
- Knowledge of library services and operations, as well as literature and information sources.
- Knowledge of children, young-adult, and adult reading interests and literature.
- Knowledge in the use of the internet to assist the public, as well as for reference work.
- Must be able to perform assigned tasks with speed and accuracy.
- Ability to work with numbers and the alphabet precisely and follow verbal instructions.
- Ability to communicate clearly and concisely by telephone, orally and in writing.
- Must be able to do close detailed, visual work with small print/type.
- Ability to establish and maintain effective working relationships with employees and patrons.
- Ability to work with the public in a timely, courteous and responsive manner.
- Ability to repeatedly bend, stoop and stand for prolonged periods of time.
- Ability to push/pull using both hands/arms exerting a force of 5 to 15 pounds such as carts.
- Ability to organize and prioritize assigned work and perform independently.
- Ability to operate office computer including word processing, spreadsheet, photocopy machine, telephone, fax machine, 10-key calculator, laminating machine, printer, multi-line telephone and security system.
- Maintain a positive work environment supporting fair and equal treatment for employees within Equal Employment Opportunity Guidelines.
- Display initiative to resolve problems and capitalize on opportunities on the job.
- Work to resolve issues of conflicting personalities and needs.
- Keep others informed of work issues and programs by maintaining quality communication.
- Ability to cross train to perform other functions of the department.
- Be responsive to citizen's requests.

SPECIAL REQUIREMENTS

- Successfully pass a modified background investigation.
- Willingness to work evenings and weekends to meet the needs of the department.
- Occasionally lifting of up to 35 pounds of supplies, equipment, books, and materials.
- Frequent climbing on step stools, bending/twisting at waist/knees/neck, reaching overhead while Retrieving and shelving books.
- Constant use of both arms/hands reaching, handling, fingering, grasping books, materials and supplies.
- Possess a valid Driver's license.

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	CITY MANAGER APPROVAL	DATE
C. Donaldson	6/25/2014	C. Donaldson	6/25/2014	P. Murray	6/8/2017	S. Taylor	7/31/2014