

CITY OF AMERY	
Position Description	
Library Assistant—Amery Area Public Library (Regular Part-Time)	
Department: Library	Classification: Hourly
Location: Amery Area Public Library	Revision Date: December 2011
Immediate Supervisor: Library Director	

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of employer and requirements of the job change.

- I. GENERAL PURPOSE: Under the direct supervision of the library director, the library assistant performs clerical and other library work as required.
- II. SUPERVISION EXERCISED: This position does not have supervisory duties.
- III. ESSENTIAL DUTIES AND RESPONSIBILITIES: The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
  - a. Arranges returned materials on book trucks and reshelves them in proper order.
  - b. Shelfreads and straightens materials on the shelves or in the collection while shelving and in other assigned areas.
  - c. Empties bookdrop and takes returned items to the proper place for checking in.
  - d. Selects and delivers books to homebound patrons on an as-needed basis.
  - e. Maintains and updates public computer workstations.
  - f. Participates in either 1) the preparation of periodicals for circulation and maintenance of the periodicals collection, or 2) the processing of interlibrary loan requests.
  - g. Assists with library programs and displays.
  - h. Processes materials for circulation, including creating item records for all types and levels of materials and performing basic repairs on library materials.
  - i. Participates in regular circulation desk rotation, which includes: charging and discharging materials; receiving and recording fines; interviewing applicants for library cards and verifying identification; answering phones; and assisting patrons with computers and fax and copy machines.
  - j. Participates in searching for paging slips, preparing items for courier delivery, processing of courier-delivered materials, and maintaining the holds shelf.
  - k. Attends training when directed.
  - l. Performs other related work.

IV. DESIRED MINIMUM QUALIFICATIONS:

- a. Education. High school diploma or equivalent required.
- b. Experience. One year of public library experience, or one year of experience in a service institution with comparable demands and responsibilities (e.g. working directly with the public).
- c. Necessary Knowledge, Skills and Abilities.
  - i. Working knowledge of:
    - 1. Specialized library systems and services, including integrated library systems and online research databases.
    - 2. Computer applications, including Microsoft Office and email.
  - ii. Skill in proper and safe operation of:
    - 1. Personal computers including word processing, spreadsheet, email and Web applications; calculator; phone; copy machine; fax machine; cash register and other standard office equipment.
  - iii. Ability to:
    - 1. Effectively present information and respond to questions from patrons.
    - 2. Maintain confidentiality of library patron information.
    - 3. Follow detailed instructions.
    - 4. Understand library policies and procedures and apply them to library operations.
    - 5. Work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
    - 6. Maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.
    - 7. Maintain skills through active participation in appropriate continuing education activities.
    - 8. Speak, read and write the English language.
    - 9. Practice good personal hygiene and dress in a manner appropriate for the position and in conformance with the general business dress standards in the City of Amery.

V. WORKING CONDITIONS.

- a. Physical Demands of the Position:
  - i. Ability to work in confined spaces.
  - ii. Ability to bend/twist/reach.
  - iii. Far vision at 20 feet or further; near vision at 20 inches or less.
  - iv. Fingering: keyboarding, writing, filing, sorting, shelving and processing.
  - v. Handling: processing, picking up and shelving books.
  - vi. Lifting and carrying 50 pounds or less.
  - vii. Pushing and pulling objects weighing 300-400 pounds on wheels.
  - viii. Sitting, standing, walking, climbing, stooping, kneeling and crouching.
  - ix. Talking and hearing; use of telephone.
- b. Environmental/Working Conditions: Flexible working hours—frequent evening and weekend hours.
- c. Equipment Used: Audio-visual equipment, book truck, calculator, camera, cash register, copy machine, fax machine, library automation system, microfilm reader/printer, telephone, typewriter, computer.

VI. CITY OF AMERY PERSONNEL POLICIES.

- a. This position is bound by the personnel policies set forth in the City of Amery Personnel Policies manual.

VII. SELECTION GUIDELINES. Formal application, rating of education and experience; oral interview and reference check.

Approved by the Board of Trustees of the Amery Area Public Library, January 9, 2012