

City of Dillon Position Description

Library Assistant

General Purpose

This employee will perform a variety of routine and moderately complex clerical work in the course of providing service to a diverse public in a library setting. Responsibilities will include physical work involving the shelving and movement of library materials and equipment. Excellent communication skills, both verbal and written, are necessary. Familiarity with Dewey Decimal classification system and library software systems is desired.

Supervision Received

This employee works under the supervision and direction of the Library Director and follows policies and procedures established by the Library Board of Trustees.

Supervision Exercised

None generally, but this employee may act as a lead worker over library aides or part-time, temporary personnel or volunteers as assigned.

Essential Duties and Responsibilities

- a.) Registers patrons, explains and interprets library policies and promotes library services.
- b.) Checks library materials in and out and reshelves library materials.
- c.) Performs routine maintenance on books and other materials, such as mending covers and pages, replacing video case parts, preparing materials for circulation, etc.
- d.) Maintains computer records for materials and patrons. Runs regular system reports.
- e.) Answers library telephone.
- f.) Provides information to the public about the library, its collections and services. Assists patrons in satisfying their informational needs, referring them to the librarian or other resources as appropriate.
- g.) Assist in maintaining library collections and facilities by shelf reading, dusting, cleaning books, etc.
- h.) Assists with interlibrary loans, filling out request forms, collecting materials, preparing materials for mailing, maintaining statistics, etc.
- i.) Miscellaneous duties as assigned.
- j.) Familiarity with use of a computer and many types of software is required.
- k.) Must be able to offer general assistance with and troubleshooting for library public computers.

Emergency and other duties

If in the operation of the city an emergency occurs, all employees will be required to work at resolving the emergency. In addition, there may be projects from time to time that will require the cooperation and assistance of all employees.

Minimum Qualifications, Required Education and/or Experience

- a.) Graduation from high school or GED, supplemented by two years of post-secondary education or training in library science or a related field.
 - b.) A minimum of six months of experience working with the public.
 - c.) Experience working in a public library preferred.
- OR-

- d.) Any equivalent combination of education and experience.

Knowledge, Skills and Abilities

- a.) Ability to type at least 25 words per minute. Current typing test is required.
- b.) Ability to exhibit tolerance for people of all ages, races, creeds and socio-economic statuses
- c.) Attention to detail while performing all clerical tasks: typing, filing, shelving, etc.
- d.) Ability to explain and support all established library policies.
- e.) Excellent verbal and written communication skills to establish and maintain a friendly, efficient and professional service environment. Must be able to diffuse situations where conflict occurs in the course of conducting business.
- f.) Ability to establish and maintain effective working relationships with library staff, administration, Board of Trustees and city personnel.
- g.) Skill in the operation and maintenance of standard library equipment such as PCs, calculators, printers, copiers, microfilm reader/printers, fax machines, etc.
- h.) Familiarity with computer software including word processing, internet resources, and integrated library systems.
- i.) Ability to bend, stretch and stand on stools and ladders to reach high places. Must be able to lift and carry 25 pounds to move boxes and push carts of books.
- j.) Ability to stand and sit for long periods of time and ability to climb and descend stairs.
- k.) Performance of duties requires physical ability to use hands and arms to reach, pick up, feel, and operate tools, computers and other equipment.
- l.) Visual ability to see close up, at a distance, peripherally, and with depth perception with ability to adjust focus between tasks.
- m.) CPR certification may be required.

Preferred Knowledge, Skills and Abilities

- a.) High degree of cultural literacy that includes familiarity with a wide variety of informational formats both print and nonprint.
- b.) Familiarity with a wide array of literature to support reader's advisory skills in helping patrons select desirable reading material.

Benefits

- a.) Beginning wage is \$10.00/hour. Wage increases to \$10.50/hour upon successful completion of 6 months of employment. Wage increases to \$11/hour upon completion of first year of probationary employment.
- b.) Pro-rated sick leave and annual leave, which cannot be used the first six months of employment.
- c.) City of Dillon health insurance may be purchased by employee if the employee if the employee works at least 960 hours annually or 80 hours monthly.