CITY OF PLATTSMOUTH

JOB DESCRIPTION

POSITION TITLE: Library Assistant

REPORTS TO: Library Director, Assistant Director, Youth Librarian,
and Library Supervisors

PURPOSE OF POSITION: Under supervision, shelves and organizes library materials, checks in and checks out library materials to patrons, prepares the library facilities for programs, helps customers locate materials and information, and assists customers with computers and software. Includes working evenings and weekends.

EXEMPT (Y/N):   No

COMPENSATION: $15.00/hour

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Shelves and organizes library materials in the proper order and place.

Prepares the library facilities for programs and cleans up after programs, restoring the facilities to an orderly condition.

Checks in and checks out library materials to patrons.

Registers patrons for library cards.

Helps customers locate materials and information in the library, on the Internet, and in other sources. May refer library customers to someone else who is able to assist them.

Assists customers with computers and software, copiers, and other equipment.

Calculates and collects funds.

Answers in-person and phone inquiries.

Maintains confidentiality of library user records.

Assists with the processing and withdrawing procedures of materials.

Repairs library materials as needed.

Keeps work areas neat.

Maintains library statistics.

Cleans library facilities as needed.

Adheres to library policies and procedures.

Performs other duties as directed or as needed.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and/or ability to learn the Dewey Decimal system and other library filing systems.

Knowledge of and ability to use various office software, including Microsoft Office Word, Excel, and PowerPoint.
Knowledge of and/or ability to learn to use the library automation software.

Ability to operate standard office equipment, computers, gaming equipment, and presentation equipment and ability to assist the public with the operation of this equipment.

Ability to move and shelve books accurately and efficiently.

Ability to physically lift and move library furniture and equipment.

Ability to handle money and make change accurately without the use of automated devices.

Ability to perform job duties efficiently while managing frequent interruptions.

Ability to record statistics accurately.

Ability to maintain the confidentiality of appropriate communications, documents, and transactions.

Ability to project a positive, courteous, and pleasant attitude to the public and to coworkers.

Ability to deal with the public in a courteous and tactful manner.

Ability to understand and follow both oral and written instructions.

Ability to communicate effectively, verbally and in writing, in English.

Ability to establish and maintain effective working relationships with the public and other employees.

ESSENTIAL EDUCATION, EXPERIENCE, AND TRAINING:

Applicant must have an interest in library services and programs and be in his or her last two years of high school or have graduated from high school. Library training or experience working in a library is preferred.

WORKING CONDITIONS:

Work is generally performed indoors in an office setting and requires a considerable amount of standing, walking, sitting, reaching, talking, and listening. Hand-eye coordination is necessary to operate computers and office equipment. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move objects up to 30 pounds and move carts up to 150 pounds.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

_____
Employee Signature   Date

_____
Supervisor Signature   Date