GENERAL STATEMENT OF RESPONSIBILITIES

Under close supervision, this position is responsible for shelving all library materials in proper order and assisting with maintaining library collections. Assists with library operations and provides customer service to library patrons to support general usage of library facilities. Reports to the Senior Information Services Specialist.

ESSENTIAL JOB FUNCTIONS

Shelves library materials in proper order using the library classification system and Library Assistant Shelving Standards; Shelf reads to ensure materials are neat in appearance and in proper order; shifts library materials to allow for additional items to be placed on shelves; performs circulation activities by providing check-in (AMH or RFID enabled) of library materials and membership application processing assistance; provides program assistance to programming staff. Provides general and equipment assistance to patrons.

Provides workroom support to include processing daily/weekly delivery of materials.

Maintains neat appearance of exterior/interior of building; picks up outside/inside trash, straightens tables and chairs.

Assists with the weeding process and assists staff with displays; processes discards.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGES

- Library Administration – Some knowledge of library classification systems. Some knowledge of the principles, methods and practices of Library Science.
- Customer Service – Some knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services.
- Technology – Knowledge of general office equipment and personal computers to include word processing, spreadsheet, and related software.
REQUIRED SKILLS

- **Interpersonal Relationships** – Develops and maintains cooperative and professional relationships with employees and all levels of management and the public.
- **Judgement/Decision Making** – Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.

REQUIRED ABILITIES

- **Communication** – Ability to effectively listen and understand information and ideas being presented verbally and in writing.
- **Time Management** – Ability to plan and organize daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

EDUCATION AND EXPERIENCE

Must be at least 16 years old.

ADDITIONAL REQUIREMENTS

Requires an acceptable general background check to include an acceptable sex offender registry check.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.