

City of Vernonia

Position Description

Position: Library Assistant	Non-Union
Department: Library	FLSA: Non-Exempt
Evaluated by: Library Director	Hourly
10-14 hours per week	Wage: \$11 per hour

Summary

Performs routine and recurring clerical duties specific to library operations and the provision of patron services. Duties may relate to ordering, processing, and circulation of library materials, responding to routine requests for information and assistance, and programming for children and adults.

Job Duties

General Operations

- Assists patrons with finding library materials.
- Helps patrons use resources, searches, and library materials to locate information of interest.
- Checks in/out library materials.
- Collects service charges on overdue, lost, or damaged materials.
- Sorts and files books.
- Maintains routine files related to library operations.
- Accepts and processes application for library cards.
- Prepares books and other materials for circulation. Applies labels and covers to library materials.
- Shelves books in proper alpha or numeric category.
- Participates in library beautification efforts such as, but not limited to, displays, placing and aligning materials on shelves, furniture arrangements and cleanliness, and appearance of entry ways.

Programming

- Prepare and conduct library programming for children, including preschool storytimes
- May help plan and assist with programming for children and adults.

Administrative Support

- May catalog books and other library materials by obtaining the correct bibliographic record utilizing automated circulation software.
- Performs other duties as assigned that support the overall objective of the position.

%of time Essential Job Duties

60%	General Operations
30%	Programming
10%	Administrative Support

Qualifications

Education & Experience:

Requires high school diploma plus one year of experience in a library, educational support setting, or equivalent in customer service. College-level courses and/or a certificate in library science is preferred and may substitute for some experience.

Skills:

Requires basic knowledge of library clerical procedures and basic familiarity with reference tools and sources including use of automated library card catalogs. Requires a basic understanding of the Dewey Decimal System. Requires excellent human relations skill to exercise patience and deal courteously with patrons of all ages. Requires sufficient math skill to compute sums, products, quotients, and percent's.

Expectations:

Establishing and maintaining cooperative and harmonious working relationships with City employees, representatives of business, legislative/administrative officials, governmental organizations and the general public. All employees of the City are expected to read and follow all guidelines in the Employee Handbook. Ability to multi-task.

Licenses and Certificates

None required.

Working Conditions

Work is performed indoors where minimal safety considerations exist. May include evening and weekend shifts.

Physical Demands

Must be able to function indoors in an office and/or library circulation desk environment engaged in work primarily of a sedentary to moderately active nature. Requires hearing and speech ability for ordinary conversation and to project voice to a small group. Requires sufficient manual and/or finger dexterity to type/keyboard and otherwise operate computers and other office equipment. Requires ambulatory ability to sit, walk, to move about an office environment, and to lift and carry up to 30 lbs on an intermittent basis.

Pre-employment

Drug screen, background check, educational and experience verification. Demonstrates ability to perform essential functions.

This job/class description describes the general nature of the work performed and representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps and skills required of the job.