



JOB DESCRIPTION

Job Title: Library Assistant	Date:
Department: Payette Public Library	Exemption Status: Non-Exempt
Reports To: Library Director	Revisions Date: May 2019

POSITION SUMMARY:

Under general supervision, the Library Assistant performs professional library duties to support the operation and activities of the Payette Public Library. May be assigned to one or more specific areas of responsibility but is expected to be able to perform all duties associated with the Library Assistant position.

POSITION RESPONSIBILITIES:

- Performs customer service activities for library patrons to check books and other library materials in and out of the library
- Performs research, answers questions and finds materials
- Catalogs books and maintains electronic cataloging system
- Prints labels and matches labels with correct material
- Answers phones, researches patron questions and provides appropriate response to citizens' questions and comments in a courteous, professional and timely manner
- Collects fine monies
- Assists in organizing and decorating library
- Handles and processes monthly bills from voucher creation through record keeping and bank deposits.
- Reconciles monthly library circulation report
- Determines what books need to be out of circulation and discarded and prepares new books for circulation of the Library
- Reviews new materials for programs and recommends material to the Library Director
- Develops presentations and specialized programs to meet community and library patron needs
- Repairs, binds and refurbishes books as needed
- Copies, types, files and provides clerical support to the Library Director and library programs
- Maintains magazine subscriptions and filing
- Monitors (sign in and sign out) Rotation Audio Tapes
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees

- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems
- Attends meetings, conferences, workshops and training sessions and reviews publications and audiovisual materials to become and remain current on the principles, practices and new developments in assigned work areas
- Informs supervisor of any present or potential work problems and make suggestions for new or improved ways of addressing such problems
- Refers callers or visitors to other appropriate City departments or other agencies as necessary
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices
- Perform other duties as required or assigned

KNOWLEDGE, EXPERIENCE, and TRAINING REQUIREMENTS

Requires education and/or experience to attain the following:

- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.
- Has functional knowledge of customer service techniques and office software applications.
- Ability to learn and use automated library systems
- Ability to work independently and use initiative while performing duties
- Knowledge of the development and delivery of library programs and library research techniques
- Proficiency with spreadsheet and publishing software of adult and/or children's literature
- Knowledge and experience to perform time management, organizational, and scheduling functions, meet deadlines, and set task priorities
- Ability to perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner
- Ability and experience working with minors or individuals with disabilities
- Ability to perform the essential functions of the job

LICENSING and OTHER SPECIAL REQUIREMENTS

All applicants must be able to successfully pass City of Payette background check processes which include reference checks and criminal history checks. Applicants must be able to pass, or have:

- Valid Idaho driver's license
- Driving record check

Must be able to work any day of the of week, including weekends

WORKING CONDITIONS

The work environment will include inside conditions, outdoor weather conditions, extreme temperatures, with areas of dust, odors, mist, gases or other airborne matter.

Must be able to perform the following duties with or without accommodations:

- Must have exemplary customer service
- Must have sufficient clarity of speech and hearing, which permits the employee to communicate effectively
- Must have sufficient vision, which permits the employee to observe and evaluate library projects and processes
- Must have sufficient hand/finger dexterity
- Must have sufficient personal mobility
- Must have sufficient ability to sit, stand, walk, stoop, kneel, crouch, crawl, reach and grasp and lift up to 50 pounds

Disclaimer:

Incumbent must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.