



JOB DESCRIPTION

ORGANIZATION: City of Lebanon	LOCATION: Lebanon, OR
DEPARTMENT: Library Services	DATE: July 2021
JOB TITLE: Library Assistant I	JOB STATUS: Non-Exempt
SALARY GRADE: NU-005	FLSA Exempt: No

PURPOSE OF POSITION: Perform various para-professional library and clerical tasks in support of Library operations.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed below include, but are not limited to, the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. All employees are expected to maintain job proficiency by completing relevant position specific training, and pursuing available and approved professional development opportunities; maintain work area in a clean and orderly manner; maintain regular job attendance and adherence to working hours; follow all City policies; follow all established safety rules and procedures.*

1. Provide information to patrons regarding library procedures and programs.
2. Perform various circulation duties, including user registration, resolution of overdue problems, materials check out and check in, checking returned materials for damage, and processing new materials.
3. Attend monthly staff meetings.
4. Exhibit excellent customer service skills by interacting with the public in a positive, helpful manner.
5. Direct customers to appropriate materials and sources, including interlibrary loan service.
6. Provide readers advisory and reference services.
7. Make recommendations for purchase of materials and evaluation of library collection.
8. Support the Library Services in the planning and execution of library programs, special events, and library tours.
9. Assist patrons in the operation of library equipment, including computers, online catalog, self-service print/fax/copy machines, etc.
10. Develop and sustain positive, cooperative, team-oriented working relationships with supervisor, coworkers, ancillary staff, and the public.
11. Ensure building security.

JOB TITLE – Library Assistant I

MANDATORY QUALIFICATIONS:

Education & Experience:

1. Equivalent to a high school diploma.
2. One year or more of experience or training in library related services.
3. Any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

Licenses & Certificates: None required.

DESIRABLE QUALIFICATIONS:

1. Completion of college level course work in Library Sciences is desirable.
2. Current CPR/First Aid card is desirable
3. Possess and maintain a valid Oregon operator's driver license with acceptable driving record.

KNOWLEDGE, SKILLS, AND ABILITIES:

The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Principles, practices, and techniques pertaining to Library policies and procedures.
2. Common personnel policies.

Skill in:

1. Implementing work methods and procedures which promote a safe working environment.
2. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
3. Providing outstanding customer satisfaction (internally and externally).
4. Use of Microsoft Office and applicable specialized software.
5. Performing internet searches.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings with others.
3. Establish and maintain effective working relationship with those contacted in the course of work.
4. Negotiate effective solutions when interacting with the public.
5. Learn library systems, including Dewey Decimal classification and the use of the Integrated Library System software.

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PHYSICAL DEMANDS OF POSITION: *The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this position, the employee is required to sit, stand, communicate, reach and manipulate objects, tools, or controls. This position requires mobility.
2. Duties involve moving materials weighing up to 25 pounds on a regular basis and may infrequently require moving materials weighing up to 75 pounds.
3. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard library and office equipment.

WORKING CONDITIONS:

1. Usual office working conditions with frequent interruptions. The noise level in the work area is typical of most library environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position.

SUPERVISION RECEIVED: Works under the lead direction of a Library Assistant II and general supervision of the Library Services Director.


Approved by City Manager

July 19, 2021
July 2021