



JOB DESCRIPTION

ORGANIZATION: City of Lebanon
DEPARTMENT: Library

LOCATION: Lebanon, OR
DATE: July 2017

JOB TITLE: Library Assistant II

JOB STATUS: Non-exempt
FLSA Exempt: No

PURPOSE OF POSITION: Provide a high level of customer service in a complete range of public library services, including circulation, reference and readers' advisory, collection development, and program planning and implementation.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

1. Exhibit excellent customer service skills by interacting with the public in a positive and professional manner.
2. Maintains regular job attendance and adherence to working hours.
3. Operates a motor vehicle safely and legally.
4. In a lead capacity, train, schedule, assign and review work of Library Assistant I's and volunteers performing tasks related to library circulation, shelving, technical services, etc.
5. Participate in the interview process for department employees.
6. Provide general information to patrons regarding library procedures and programs.
7. Respond to inquiries and resolve problems and complaints.
8. Oversee the planning and implementation of programming.
9. Facilitate tours for schools or other interested organizations.
10. Provide advisory and reference services to direct customers to appropriate materials and sources.
11. Respond to requests for inter-library loan materials and maintain related records.
12. Sort donated items for inclusion in collection or for discard.
13. Maintain collections as assigned, including evaluating, discarding, and selecting materials for possible purchase as per allotted budget.
14. Attend monthly staff meeting.
15. Assist director with technical services/tasks.

16. Oversee website for development and relevance.
17. Maintain statistical data and prepare reports regarding departmental activity levels as scheduled or requested.
18. Maintain various lists and files regarding materials, programs, patrons, etc.
19. Monitor and oversee petty cash fund and daily receipts (donations, cards, ILL, fines, copies, lost items, etc.).
20. Make deposits as necessary.
21. Follow all safety rules and procedures for work areas.
22. Develop and sustain positive, cooperative, team oriented working relationships with supervisor, co-workers and ancillary staff.
23. Ensure building security.
24. Perform various duties of Library Assistant I as workload or staffing levels dictate.
25. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
26. Maintain work areas in a clean and orderly manner.
27. Scheduling of community meeting room.

MANDATORY QUALIFICATIONS:**Education & Experience:**

1. Equivalent to a high school diploma.
2. Additional specialized training in library-related topics or other appropriate college coursework equal to two years of college and two years of library experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Licenses & Certificates: None

DESIRABLE QUALIFICATIONS:

1. Bachelor's Degree.
2. Enrollment in or completion of MLIS degree from an American Library Association accredited institution.
3. Current CPR/First Aid cards is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES: The qualities below reflect the working dynamic of the position.

Knowledge of:

1. General knowledge of library operations, circulation and technical processing practices and techniques, operation of standard office equipment, and general office practices and procedures.
2. Knowledge of reference practices and techniques.

3. City government and Library policies and procedures.

Skill in:

1. Providing outstanding customer service.
2. Using equipment, computer technology and a variety of software programs.
3. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
4. Assist in developing and implementing recommendations regarding work procedures and cost effective services.
5. Performing basic mathematical functions, including making change.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Respond to a wide variety of practical problems and unpredictable circumstances.
3. Work with a diverse population of all ages and backgrounds.
4. Represent the City positively and effectively in meetings.
5. Establish and maintain effective working relationships with those contacted in the course of work.
6. Negotiate effective solutions to complex problems.
7. Learn library systems, technology and software.

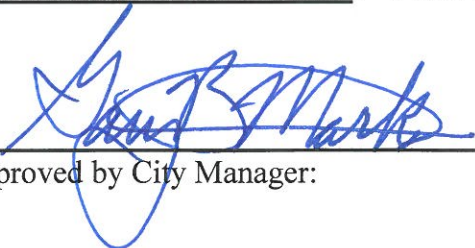
PHYSICAL DEMANDS OF POSITION:

1. Perform physically demanding work, including standing for long periods of time, stooping, bending, lifting and pushing. The position requires mobility.
2. Visual acuity to read spine labels, barcode numbers, and fine print on both printed materials and computer screens.
3. Duties involve moving materials weighing up to 25 pounds on a regular basis and may infrequently require moving materials weighing up to 100 pounds, using a library cart.
4. Manual dexterity and coordination are required more than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard library and office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is somewhat 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 direction of the Library Services Director.



Approved by City Manager:

July 2017