**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>City of Lebanon</th>
<th>LOCATION:</th>
<th>Lebanon, OR</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Library</td>
<td>DATE:</td>
<td>October 2010</td>
</tr>
<tr>
<td>JOB TITLE:</td>
<td>Library Assistant I</td>
<td>JOB STATUS:</td>
<td>Non-exempt</td>
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<td></td>
<td></td>
<td>FLSA Exempt:</td>
<td>No</td>
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</tbody>
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**PURPOSE OF POSITION:** Perform various para-professional library and clerical tasks in support of Library operations.

**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. Maintains regular job attendance and adherence to working hours.
2. Operates a motor vehicle safely and legally.
3. Provide general information to patrons regarding library procedures and programs.
4. Perform various circulation duties, including user registration, resolution of overdue problems, materials check-out and check-in, process new materials.
5. Attend monthly staff meetings.
6. Exhibit excellent customer service skills by interacting with the public in a positive, helpful manner.
7. Direct customers to appropriate materials and sources including interlibrary loan service.
8. Provide readers advisory and reference services.
10. Support the Library Services in the planning and execution of library programs, special events and library tours.
11. May conduct one or more library functions, activities, or services, ie., services to the blind and physically handicapped, equipment maintenance, preschool story hour programs, pamphlet file development maintenance, etc.
12. Follow all safety rules and procedures for work areas.
13. Develop and sustain positive, cooperative, team oriented working relationships with supervisor, coworkers, ancillary staff, and the public.
14. Ensure building security.
15. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
16. Maintain work areas in a clean and orderly manner.

MANDATORY QUALIFICATIONS:

Education & Experience:
1. Equivalent to high school diploma.
2. One year or more of 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

DESIRABLE QUALIFICATIONS:

1. Completion of college level course work in Library Sciences.
2. Current CPR/First Aid card.

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 service (internally and externally).
4. Use of Microsoft Office.

Ability to:
1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively.
3. Establish and maintain effective working relationships with those contacted in the course of work.
4. Negotiate effective solutions when interacting with the public.

PHYSICAL DEMANDS OF POSITION:
1. While performing the duties of this position, the employee is frequently required to sit, stand for long periods of time, communicate, reach and manipulate objects, tools or controls. The 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 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 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 Manager.

[Signature]

Approved by City Manager: October 2010