

City of Cordova Position Job Description

Part Time Library Assistant

CLASSIFICATION: PART-TIME, UP TO 25 HOURS PER WEEK
HOURS: FLEXIBLE, TO INCLUDE EVENINGS AND SATURDAYS
PAY: \$19.93 - \$23.32/hour, DOE

SUMMARY

This is a part-time position working approximately 20-25 hours per week. Assists staff with daily operations of library.

GENERAL STATEMENT OF DUTIES

Performs general library duties, including assisting patrons, and upkeep of the library.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees of this classification. Shown are duties intended to provide a representative summary

- Assists Librarians as directed with collection maintenance, which may include cataloging and weeding.
- Assists patrons in help with reference questions, finding materials, inter-library loans, etc..
- Shelves library materials and adjusts arrangement of library materials and displays.
- Assists with patron programs as necessary.
- Staffs circulation desk, answering reference questions, assisting patrons in finding materials, and facilitating loan activities.
- Performs security walk-through and secures the facility as necessary.

MINIMUM QUALIFICATIONS

This is an entry level position with the library with training provided. The ideal candidate should have each of the necessary competencies described below.

PREFERRED QUALIFICATIONS

- A. High School diploma or GED
- B. 2 years' experience using library-specific software.
- C. 2 years' experience in customer service

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. Excellent communication skills, to include the ability to communicate ideas and concepts to individuals for whom English is not a primary language.
- B. Ability to work independently.
- C. Ability to organize and prioritize workload and meet deadlines.
- D. Ability to understand and follow written/oral policies, procedures and instructions.
- E. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.

TECHNICAL SKILLS

Knowledge of computers and electronic data processing and transmission; familiarity with Apple, Android and Windows operating systems; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of general office practices. Ability to assist patrons with copy, fax and email.

WORKING CONDITIONS

Work is accomplished in an open public area. Attendance at scheduled events and activities during the evening and/or on weekends may be required. Schedule changes to include morning or other shifts with advance notice.

PHYSICAL DEMANDS OF POSITION

Capable of sitting for extended periods of time. Capable of moving around event furniture or under tables. Capable of bending and squatting. Capable of lifting and carrying up to 20 pounds. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with the general public and other employees. Sufficient vision, with or without reasonable accommodation, which permits the employee to use a computer screen and process sales. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.