

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** LIBRARY ASSISTANT I

**GENERAL FUNCTION:**

Under the supervision of the Principal Librarian, performs clerical and related public service work at the Library. Work may include tasks at the Circulation, Information, or Youth Services Desks. Assists in answering information and reader's advisory questions.

***DUTIES AND RESPONSIBILITIES:***

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks an employee may be expected to perform.)*

- 1) Contribute to a positive work environment.
- 2) Works at the library service desks providing general assistance for Library patrons including checking materials in and out, shelving returned items, assisting with brief reference and reader advisory questions.
- 3) Checks book orders and materials to verify shipments. Processes books for circulation. May make repairs to damaged materials.
- 4) May be assigned specific library functions such as resolving problem items on patron accounts, placing orders for library supplies, or assisting with volunteers.
- 5) Provides general clerical and office support by sorting and distributing mail. Processes and files magazines.
- 6) Provides support for collection maintenance. This may include running collection reports, pulling books for weeding review, and discarding items.
- 7) May represent the City library on assigned professional committees.
- 8) Provides reader advisory assistance to Library users.

## Library Assistant I

### Job Description

Page 2 of 4

#### SPECIFICATIONS:

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.)*

#### 1) Job Preparation:

##### a) Education:

- i) The position requires graduation from high school or equivalent GED Certificate enhanced by some college level liberal arts, literature, or related training or experience indicating knowledge of books and authors required.

##### b) Training:

- i) The position requires a minimum of one year prior clerical or record keeping work experience. Prior library experience preferred. Interest and knowledge in books and reading desirable.
- ii) Specialized skills include ability to type, and skill in use of typical office and equipment.

#### 2) Knowledge, Skills and Abilities:

- i) Ability to work under the pressure and stress of customer service, deadlines and schedules.
- ii) Ability to work independently and with some supervision.
- iii) Skill and ability to utilize accepted problem solving techniques in a variety of situations.
- iv) Ability to learn and fully utilize the library computer systems.

#### 3) Supervision:

Received: Receives supervision by Principal Librarian or designee giving work assignments and providing advice and consultation as needed.

Exercised: Supervision of others is not a normal responsibility of positions in this classification. May be assigned to assist in the training of employees or volunteers.

4) Communication:

Relationships outside the City organization maintained are with various assigned County library system committees.

Contact with the City's residents is daily, while performing duties and responsibilities.

5) Cognitive Functions:

Work is governed extensively by written policies, procedures, and guidelines of the City library or the County library district.

Does not have responsibility for development of new policies, procedures, systems, methodologies at City library. May be assigned as a special project, the task of recommending policies, procedures, and guidelines for staff discussion and administrative action. As an assigned City representative to County library system committee, is responsible for recommending improvements in assigned area.

Precedent is available to resolve most problems in course of work through past experience and training especially in the handling of difficult patrons.

Most tasks are well defined and recurring yet the services provided by libraries is changing and day-to-day operations are being modernized through technological advances.

Decisions most often made in the course of work include those associated with responding to reference and reader advisory questions such as determining what they really need and the extent of assistance to give them..

6) Working Conditions:

a) Physical Demands:

- i) Lifting of book boxes is required.
- ii) The position requires the use of standard office machines and equipment.
- iii) The position involves intermittent sitting, standing and walking, bending, stooping, and reaching.

b) Work Environment:

- i) Work is performed at the West Linn Public Library.

Library Assistant I

Job Description

Page 4 of 4

- ii) The work is performed during regular library hours which includes weekends and evenings.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*