

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** LIBRARY ASSISTANT I – Part Time

Department: Library	FLSA Status: Non-Ex
Employee Group: AFSCME	Salary Grade: B
FTE Status: Part Time	Date: January 2019

### GENERAL FUNCTION:

Under the supervision of a Library Manager or Circulation Supervisor, 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, processing payments for fines and fees, creating new library accounts, and answering general reference and reader's advisory questions.
- 3) Checks book orders and materials to verify shipments. Processes books for circulation. May make repairs to damaged materials.
- 4) May assist with 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.

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- 7) May represent the Library on assigned professional committees.

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 high school diploma or equivalent GED Certificate. Some college level liberal arts, literature, or related training or experience indicating knowledge of books and authors preferred.

b) Experience:

- i) The position requires a minimum of one year customer service, 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 computing equipment and software.

2) Supervision:

Received: Regular supervision from a Library Manager.

Exercised: May be assigned to assist in the training of employees or volunteers.

3) Communication:

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

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

4) Cognitive Functions:

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

Does not have responsibility for development of new policies, procedures, systems, methodologies. . As an assigned 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:

Work is in a Library environment. Work is generally performed at the West Linn Library. Some travel throughout community for events, outreach and meetings. The work is performed during regular library hours, which include weekends and evenings. Regular lifting of book boxes is required. The position involves intermittent sitting, standing and walking, bending, stooping, and reaching.

Position is part time, 20 hours or more per week, but less than 40. The schedule is regular but may fluctuate with notice depending on the Library's needs.

*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.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date