

JOB TITLE: LIBRARY ASSISTANT I - COMMUNITY OUTREACH

ACCOUNTABILITY: Under the direction of the Library Director, Assistant Library Director and Library Assistant II respectively and in accordance with City Code.

JOB SUMMARY: Under general supervision, performs clerical and technical library services in circulation, reference and children's areas; supervises Library Clerks when necessary. Special emphasis on duties related to community service.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Specialized duties: promotes and operates home delivery program; develops and maintains ongoing outreach program; facilitates field trips and tours; coordinates volunteer program; updates content of library brochures as needed; contributes content for library newsletter, web page, and annual report; coordinates special events, partnering with other libraries, Friends of Seward Library, etc., as required; creates and maintains library scrapbook and photo albums; promotes library services in the community.

Clerical: Creates patron and material barcodes as needed, inventories library materials; checks for overdues.

Technical/Computing Services: processes new materials of all types; mends all types of materials; enters new materials on OCLC and/or on in-house system, receives and responds to e-mail from patrons and staff members; creates spine labels.

Circulation: Starts and closes computer system for staff stations, OPACs, public computers; uses all aspects of circulation computer (checking in and out, holds, lists, etc.); prints and checks overdues; collects fines.

Public Service: Assists patrons in-house and over the phone; assists public with computers; assists with reference work using print and electronic resources; offers reader's advisory services; participates in special projects; schedules meeting room use; creates and implements programs for adults.

Personnel/Training: Creates targets for performance evaluation as per City policy; semi-annually reviews City and Library Board policy; records hours worked, tallies time sheets; attends staff meetings and in-service sessions; attends workshops and classes to maintain state certification if applicable, participates in library planning as requested.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Clerical: Shelves all types of materials; shelf-reads and straightens; delivers mail, agendas etc.

Public Service: Recommends titles for consideration; calls patrons for holds, overdue notices, and other messages; creates and implements programs for children, young adults, or adults.

Miscellaneous: Completes light cleaning duties (dusting, trash, etc.); duties of Library Clerk not listed here; other duties as assigned.

SKILLS AND ABILITIES:

Physical Requirements: ability to lift up to 40 pounds, ability to use step stools, to stoop or kneel; ability to use phone and computers, ability to use microfilm reader, cash register, calculator, etc.

Knowledge: somewhat familiar with standard library practices, and organization reference tools.

Skills: two to three years of experience with various computer programs and functions; ability to work well with the public; ability to supervise other staff members when necessary; ability to learn, to follow directions, to work with or without supervision; ability to keyboard accurately at 40 wpm; ability to communicate clearly orally or in writing.

Availability: ability to work weekend and/or evening hours regularly up to 40 per week; ability to substitute for others when necessary.

EXPERIENCE AND TRAINING:

Graduation from High School plus two years library clerical experience or any equivalent combination of training and experience.

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