



Job Title: Library Assistant I
Department: Library
FLSA Status: Non-Exempt, Hourly, Part Time
Revised Date: 10/4/22 (Council approval)

Accountability

Under the direction of the Library Director, Assistant Library Director, and Library Assistant II respectively.

Job Summary

Performs routine circulation, clerical, and public service library functions in support of the operation of the Seward Memorial Library. Special emphasis may be assigned to community outreach and/or children's services.

Essential Job Functions

Specialized children's service duties: Develops, promotes, and conducts regular programs and special events for children throughout the year; visits daycares, schools, etc., to promote library use; facilitates field trips and tours; contributes content for children's section of library web page; oversees and promotes Leading to Reading postcard program; promotes and takes part in appropriate discussion groups; creates book displays for children; takes part in Golden Sower reading group; leads youth advisory group; recommends children's titles for acquisition using Children's Catalog and other professionally recognized sources; completes state evaluation of children's services; writes grants for expanding children's resources and services; offers parenting programs as appropriate; coordinates efforts with schools and with other community groups working to address concerns of youth.

Specialized community outreach duties: Promotes and operates home delivery program; develops and maintains ongoing outreach program; facilitates field trips and tours; develops, promotes, and conducts regular programs and special events for adults throughout the year; 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.

Circulation: Uses all aspects of circulation computer (checking in and out, holds, lists, etc.); prepares materials for return to the circulating collection; prints and checks overdue notices; contacts patrons for holds, overdue notices, and other messages; collects and records payment for fines and fees; processes new materials of all types, including entering new materials on OCLC and/or on in-house system; creates material barcodes and spine labels as needed; and inventories library collection.

Clerical: operates basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.; assists in maintaining neat and orderly appearance of library, including completion of light cleaning duties (dusting, trash, etc.)

Public Service: Starts and closes computer system for staff stations, OPACs, iPad's, public computers; assists patrons in setting up library account and updating patron's records; assists patrons in locating library resources and materials; assists patrons with use of available library equipment, including troubleshooting and resolving patron's questions as presented; assists patrons with reference work using print and electronic resources; offers reader's advisory services; schedules meeting room use and prepares space prior to reservation as requested; collects and records payment for memberships, copies, faxes, postage, etc.; maintains proper etiquette when receiving and responding to phone, e-mail, and in-person communications from patrons and staff members.

Miscellaneous: Semi-annually reviews City and Library Board policy; attends staff meetings and in-service sessions; attends workshops and classes to maintain state certification if applicable; participates in library planning and special projects as requested.

Additional Duties and Responsibilities

May assist in the following tasks: delivering mail and maintaining the public announcement board; recommending titles for consideration; duties of Library Clerk not listed here; shelving books, audio/visual material, newspapers, periodicals, and other materials; sorting and moving book bins and carts of library materials; evaluating and maintaining orderliness of shelved materials; pulling and routing materials in need of mending, binding, repairing, or discarding; other duties as assigned.

Knowledge, Abilities and Skills

Good written and verbal communication skills to effectively communicate on a daily basis with City employees and the public; baseline knowledge of standard library practices and organization reference tools; knowledge and

proficiency in Microsoft Office and ability to keyboard accurately at least 40 wpm; ability to: operate a computer, typewriter, calculator, microfilm reader, cash register, fax, copy machine, and other office equipment as needed; ability to lift up to 40 lbs.; ability to step up and down step stools and/or short ladders to work in a stooped, kneeled, or crouched position for an extended period of time; ability to lead and supervise subordinate staff members when necessary; ability to work weekend and/or evening hours regularly; ability to substitute for others when necessary.

Education and Experience

Graduation from High School plus two (2) or more years' experience in a library, education, or clerical setting with use of computer programs is preferred; previous experience in customer service or experience working with children is also preferred; or any equivalent combination of training and experience deemed sufficient to successfully perform job duties.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*