



Job Title: Library Assistant II
Department: Library
FLSA Status: Non-Exempt, Hourly, Part Time
Revised Date: See Below

Accountability

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

Job Summary

Performs all aspects of basic library work with considerable attention directed to overseeing all aspects of the library's public technology program, marketing, and technical responsibilities in the circulation, reference, acquisition, and cataloging of collection.

Essential Job Functions

Administrative: Supervises work of Library Assistant I's and Library Clerks when necessary or in absence of Library Director and Assistant Library Director; enforces policies of Library Board and City of Seward; represents the Library on City, community and other groups as directed. May complete other 'Administrative' tasks as specified in Assistant Library Director's job description based on workload or absence.

Specialized Technology & Marketing Duties:

- Technology: Creates and maintains library and associated web pages; creates online registration for programs; develops and teaches public technology programming for all ages; maintains OPAC stations and other equipment such as a scanner, iPads, digital camera, etc.; troubleshoots computer problems and assists City's IT support provider as needed; maintains filters and other security software procedures or devices as needed to protect integrity of equipment; trains coworkers on technology as needed; assists in equipment planning to meet future needs; assists in developing policy related to use of public technology.
- Marketing: Responsible for all social media releases; creates and distributes posters and other marketing materials for library events; creates and distributes the monthly library newsletter and the annual library report; completes other graphic design projects as directed.

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.).

Circulation: Maintains all aspects of Inter-Library Loan Program; uses all aspects of circulation computer (checking in and out, holds, lists, etc.); prints and checks overdue materials with collection of fines; enters new materials on OCLC and/or in-house system; processes new materials.

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; researches and assists with genealogical requests.

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

Additional Duties and Responsibilities

May assist in the following tasks: Inventorying of collection; delivering mail and maintaining the public announcement board; assisting with Library programming for all users; duties of Library Assistant I and 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.

Knowledge, Abilities and Skills

Good written and verbal communication skills to effectively communicate on a daily basis with City employees and

the public. Considerable knowledge of standard library practices, webpage maintenance, marketing fundamentals, and public technologies related to library operations; knowledge and proficiency in Microsoft Office and ability to keyboard accurately at least 50 wpm. Ability to: operate a computer, typewriter, calculator, microfilm reader, cash register, fax, copy machine, and other office equipment as needed; lift up of 40 lbs.; 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; lead and supervise subordinate staff members when necessary; work weekend and/or evening hours regularly; substitute for others when necessary.

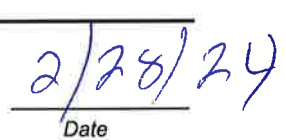
Education and Experience

Graduation from college with an associate degree, with course work in library science or related field; OR graduation from High School or equivalent and two (2) years library work experience at Library Assistant I level or equivalent; two (2) to three (3) years of experience working with various computer programs and functions, including software used for marketing; or any equivalent combination of experience and training 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.*

Job Description Revision Approved:


City Administrator


Date