

ORGANIZATION:	City of Canby	DATE:	April 2010
DEPARTMENT:	Library	UNION:	AFSCME Represented
CLASSIFICATION:	Office Specialist II	FLSA STATUS:	Non-Exempt
TITLE:	Library Assistant		

PURPOSE OF POSITION: Perform paraprofessional duties within the Library requiring knowledge of library operations, programs, and procedures, including: circulation, technical services, children's services, reader's advisory services, and ready reference. Perform a variety of moderately difficult to complex administrative support activities to contribute to efficient library operations and require a thorough understanding of library and City programs and procedures.

The OSII is distinguished from the OSIII classification by the responsibility to perform less complex and comprehensive administrative support duties.

A variety of moderately difficult to complex tasks are performed within generally defined procedures and are reviewed periodically for accuracy, adherence to established policies and procedures, quality and thoroughness. Work is performed under general supervision and assistance is readily available from supervisor(s). This classification is expected to function independently in daily tasks and required to use judgment on non-routine matters. Problems are identified and solved and unusual/complex problems are referred to a supervisor.

ESSENTIAL JOB FUNCTIONS:

Staff the circulation area, which includes checking library materials out and in; collecting fines/fees; answering telephone; issuing library cards/forms/applications; reviewing returned materials for damage; and arranging materials for re-shelving. May prepare the library for opening and/or closing.

Perform paraprofessional library duties such as reader's advisory and ready reference services; loans within the regional cooperative library service, searching data base, ordering materials, receiving and logging in order, notifying patron, and returning order to lending library; tracking holds, etc.

Prepare and process library materials, including data entry, stamping books, typing spine labels, applying covers, preparing CDs and DVDs, updating lists and weeding. Assist in the selection of library materials.

Provide ready reference and reader's advisory services for the public. Respond to inquiries from the public regarding use of the library and equipment. Explain and troubleshoot use of facilities and equipment, such as public access computers, photocopy machine, etc.

Provide customer service for library. Greet visitors, determine nature of visit/call, respond if within scope of circulation/reference functions or direct to appropriate person. Respond to routine, non-routine and technical questions from internal and external customers. Conduct community outreach activities as assigned.

Use word processing software to create and type routine and non-routine letters, memos and other material from general instructions.

May create templates, presentation materials, charts and graphics. Develop and maintain databases for tracking departmental/program information; create reports as needed. Prepare information packets for use within the department.

Perform a variety of routine administrative activities, such as photocopying, mail, faxing, filing, sorting documents, etc. Track, order and maintain office supplies. Initiate and process work orders, purchase orders, etc.

Coordinate materials for distribution. Work with information technology to coordinate department information on City website.

Coordinate and perform other projects, functions, and tasks, as assigned.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner. Support and respect diversity in the workplace.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: General knowledge of office and/or library practices and procedures, word processing and spreadsheet software, clerical practices, research methods, report composition and preparation techniques, etc. Ability to operate general office equipment. Equivalent to high school education and three to five years of general office or library experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Must demonstrate ability to alphabetize and understand the Dewey Classification System.

SPECIAL REQUIREMENTS/LICENSES: Must be able to communicate effectively and efficiently, orally and in writing.

DESIRABLE REQUIREMENTS: Prior experience in a library environment. Knowledge of municipal government functional areas and specific word processing software utilized within the department.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. Four hour shifts at the customer service desk require standing or walking most of the time.

WORKING CONDITIONS: Usual library working conditions. The noise level in the work area is typical of most public library environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Library Director.