



Job Description

Job Title	Librarian Assistant	Department	Library
Reports to	Librarian	Salary Level	VI
Classification	Non-Exempt	Revision Date	05.01.2014

I. General Description

This position is responsible for assisting the Librarian in the planning, implementation and administration of library services for the City of Dillingham.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Interact with general public; answering questions, accepting payments, faxing/copying, providing forms, etc.
2. Provide information and service to patrons during library open hours, including assistance with the electronic card catalog, finding materials, and reference questions.
3. Re-shelve library materials.
4. Use the library's automation software to circulate materials to patrons.
5. Sort mail and handle magazines and catalogs.
6. Assist librarian in processing new materials.
7. Supervise unattended children and teenagers using the computers and other library materials.
8. As needed, "shelf-read" to maintain order in the library's materials.
9. Assist Librarian in conducting periodic inventory of library collection.
10. Record all incoming cash receipts applying account numbers and verifying accuracy of application of receipts.
11. Provide inter-library loan services to patrons (manage requests and returns).
12. Coordinate reading programs, including story hours and summer reading programs.
13. Miscellaneous duties such as preparing supply orders, postage handling, and assisting other areas within the department as needed.
14. Responsible for petty cash, verifying balance, preparing petty cash reimbursement requests and records.
15. Evaluate the current collection for accuracy and relevance; choose quality replacement materials, and purchase and process new materials.
16. Work with the Friends of the Library and assist in coordinating the annual Friends of the Library used book sale.



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IV. Knowledge, Skills and Abilities

Knowledge:

This position requires proficiency in the following areas:

1. Research and information gathering systems and methods.
2. Information database systems
3. Computerized information database systems.
4. Cataloguing, acquisitions and searching of on-line bibliographic utilities.
5. Information resources of the internet and other electronic databases.

Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Effective verbal, written, presentation and listening communications skills.
2. Interact with the public in a courteous, helpful and professional manner.
3. Ability to work independently.
4. Work with co-workers, outside agencies, and vendors in a professional manner.
5. Computer skills including the ability to operate computerized library, spreadsheet, word-processing, spreadsheets, email and database programs.

V. Work Environment and Physical Effort

There are physical demands associated with this position including lifting boxes, pushing heavy book carts, climbing ladders and spending a significant amount of time standing and walking around the library. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The employee is usually the first point of contact for library users. The employee is located in an open area office and there are constant interruptions and distractions.

VI. Education and/or Experience

Education:

1. High school diploma or General Equivalency Degree (GED).

Experience:

1. Library work experience preferred, computer competence.

VII. Certification and Training

1. National Incident Management System (NIMS) compliance training and certification.



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VIII. Supervisory Responsibility

None

IX. Scope of Employment

Regular, part time employment, non-exempt position.

X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee.

Supervisor: _____ Date: _____

This job description approved by:

	Initials	Date
Department Head:	_____	_____
City Manager:	_____	_____