



## CITY OF MESQUITE

### JOB DESCRIPTION

**JOB TITLE:** Senior Library Assistant

**JOB NO:** CL040115

**JOB FAMILY:** Clerical

**FLSA:** Non-Exempt

**SAFETY SENSITIVE:** No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

#### **GENERAL SUMMARY**

To supervise, assign, review and participate in the work of staff responsible for providing circulation services at either Mesquite Main or Branch Library or of staff responsible for providing materials-processing clerical services at the Main Library; to process all incoming library material; and to perform a variety of technical tasks relative to assigned area of responsibility.

#### **SUPERVISION**

General supervision provided by the Library Services Supervisor.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Plan, prioritize, assign, supervise and review the work of staff responsible for providing circulation services at either Mesquite Main or Branch Library.
2. Coordinate circulation desk services including checking in library material, checking out library material, issuing library cards.
3. Collect library fines; issue receipts; enter data into the computer and log onto the fine sheet; count money collected and ensure that money is properly documented; review discrepancies with assigned supervisor.
4. Participate in the selection of library staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing circulation desk services; implement policies and procedures.
6. Receive, sort and distribute mail, newspapers and magazines.
7. Process all library materials for the main and branch library including assigning cutter numbers, accessioning library material and barcoding; enter cutter and accession numbers on bibliophile computer.
8. Check incoming material for duplicate copies; add duplicate material to the shelf list file.
9. Create and print barcode labels for damaged material; print card sets and labels on bibliophile computer.
10. Maintain bibliographic file for all current and past library material; direct and oversee the transport of bibliographic records.
11. Discard damaged or outdated material; make adjustments to master shelf list file; ensure appropriate staff deletes material from computer records.
12. Respond to, resolve or direct inquiries and complaints from library patrons.

13. Prepare various statistical reports on operations and activities.

### **OTHER DUTIES AND RESPONSIBILITIES**

1. Contact patrons by phone or mail when library material is overdue.
2. Maintain copy machine including adding paper, changing toner, and scheduling repairs.
3. Assist in repairing books with broken binding or ripped pages.
4. Answer incoming telephone calls; respond to and direct inquiries.
5. Perform other duties as assigned.

### **MINIMUM JOB REQUIREMENTS**

#### **EDUCATION**

High School Diploma or GED.

#### **EXPERIENCE**

One year of experience in library services including some experience working at circulation desk, cataloging and processing new library material, and performing clerical functions; type 35 wpm.

#### **LICENSES AND CERTIFICATES**

Possession of a valid Class C Texas driver's license.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

Operations, services and activities of a library program.

Principles of supervision, training and performance evaluation.

Principles and practices of library cataloging and classifications.

Dewey Decimal Classification System.

Basic arithmetic principles.

Alphabetical and numerical filing.

Methods and techniques of record keeping.

Modern office procedures, practices, methods and equipment including computers.  
Pertinent federal, state, and local laws, codes and regulations.

#### **Skill in:**

Assembling and preparing data for report presentations.

Operating equipment typically encountered in library services.

Operating a typewriter or word processor.

#### **Ability to:**

Work varied shifts depending upon assignment.

Supervise, organize, and review the work of lower level library personnel.

Type at a speed necessary for successful job performance.

Receive coin and currency and make correct change.

Select, supervise, train and evaluate staff.

Explain library policies and procedures.

Accurately assign accession and cutter numbers to library material.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Pass a medical physical examination.

Meet the City's driving standards.

#### **PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

Maintain effective audio-visual discrimination and perception needed for:

- *operate assigned equipment*
- *making observations*
- *communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *sitting, standing, stooping or kneeling while performing reference duties,*
- *assisting customers*
- *cataloging materials and performing other duties.*

\_\_\_\_\_  
Director of Human Resources

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Date

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Department Director

\_\_\_\_\_  
Date

**DATE ISSUED: February 1993**