

JOB DESCRIPTION

JOB TITLE: Assistant Librarian

JOB NO: PM076115

JOB FAMILY: Professional

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 assist in providing information to library patrons including reader's advisory, reference, curriculum support, collection development and programming; to respond, resolve or direct questions from library patrons; and to provide highly responsible staff assistance to the librarian.

SUPERVISION

General supervision is provided by the Manager of Branch Library Services or the Library Services Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Assist library patrons in using the library including responding to reference questions, advising patrons on reading material and reviewing the proper usage of library material and equipment.
3. Prepare book and audio-visual orders in subject areas assigned by the librarian; check titles and availability.
4. Assist in organizing and conducting library tours; coordinate and present programs; maintain cooperative relationships with teachers, principals and other school officials.
5. Revise bibliographical indexes; file reference material.
6. Process paperback and donated materials including stamping, labeling and entering records in the online catalog.
7. Respond to inquiries from library patrons; direct complaints or inquiries as necessary.

When assigned to the following:

8. Genealogy Department: Assist library patrons with local history and genealogical research.
9. Children's Services: Assist the Children's Librarian with planning, organizing and presenting Children's programs.
10. Adult Services: Conduct informational classes for the general public.

OTHER DUTIES AND RESPONSIBILITIES

1. Assist in promoting library activities; prepare flyers and other publicity strategies.
2. May assist in coordinating interlibrary loans; ensure that borrowed material is returned to the lending institution.

3. Assist in setting up book displays and library program displays.
4. Assist in repairing books with broken binding or ripped pages.
5. May sort and prepare items for book sales.
6. May assist at the circulation desk.
7. Register and assist patrons at the public access computer workstations.
8. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Bachelor's Degree from an accredited college or university; major coursework in library science is preferred.

EXPERIENCE

No experience required.

LICENSES AND CERTIFICATES

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

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

1) Knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles and practices of library cataloging and classifications.

Dewey Decimal Classification System.

Modern office procedures, methods and computer equipment including Microsoft Word, Excel, PowerPoint and Access.

Pertinent federal, state, and local laws, codes and regulations.

Skill in:

Assembling and preparing data for report presentations.

Ability to:

Work varied shifts.

Explain library policies and procedures.

Learn to operate microfiche and microfilm reader/printer.

Work independently in the absence of supervision.

Operate office equipment.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Work effectively with people from diverse social, economic and racial backgrounds.

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

Pass a medical physical examination and drug test.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *Reading and writing*
- *Making observations*
- *Operating assigned equipment*
- *Communicating with others.*

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

- *Sitting, standing, walking, stooping and crouching while performing reference duties, assisting customers, cataloging materials and performing other duties*
- *Pushing and pulling book trucks that require up to 30 lbs. of pressure to move.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: February 1993

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