



Bessemer Public Library

Class Specification

Class Title: Library Assistant I, Part-Time

Department: Library

Reports to: Department Head

JOB SUMMARY:

Performs a variety of clerical and customer service functions within the library, including: assisting patrons; issuing library cards; collecting and recording money; shelving books; and preparing books and materials for addition to the collection. This is a position that requires knowledge of library practices and principles, attention to detail, sound judgment, and strong communications skills, a commitment to excellence, and a customer service attitude that exhibits the inclusive, respectful, and welcoming core values of the Bessemer Public Library.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Operates the circulation desk(s) and any clerical duties pertaining to the department
- Assists patrons in the selection of library materials and provides reference guidance.
- Processes inter-library loans and in-house reference work.
- Maintains necessary operating records.
- Performs related customer service and library functions
- Processing applications and issuing library cards
- Procuring materials from neighboring libraries and preparing materials for transfer to other libraries
- Shelving books, periodicals, and other materials
- Straightening books and maintaining the appearance of the shelves
- Assisting patrons in use of computers and other library equipment
- Notifying patrons of late materials, reserved materials, etc.
- Receiving money for fines, fees, etc.
- Upholds all library policies; monitors and responds to safety and security of library patrons and campus; reports situations according to established procedures.

IMPORTANT JOB FUNCTIONS:

- Empty drop box
- Cleans and maintains equipment (copiers, fax machines, etc.)

- Assists in designing and preparing exhibits and decorating library
- May serve as backup for other positions within the organization.
- Inspects returned materials for damage
- Performs other related duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and practice of good customer service skills and ability to establish cordial and effective relationships with associates and patrons.
- Knowledge of and experience with computers and various computer software applications, online databases, online searching, and the internet.
- Knowledge of library procedures.
- Specialized knowledge of children's, teen and adult literature, and library resources.
- Ability and willingness to give attention to detail and to ask questions when unsure.
- Ability to understand and follow oral and written directions.
- Ability and willingness to adhere to departmental rules, regulations, procedures and functions.
- Ability to make decisions in accordance with procedures and regulations, and to apply these to work situations.
- Ability to establish and maintain effective working relationships with employees and patrons.
- Ability to learn current trends in library service.
- Ability to set priorities.
- Ability to maintain confidentiality in dealing with patron records.
- Ability to communicate effectively both orally and in writing.
- Ability to handle irate patrons in a diplomatic manner
- Using tact, discretion, initiative and independent judgment within established guidelines.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:

- Physical requirements include the ability to stand for long periods of time
- Eyesight sufficient to read and understand information from microforms and PC monitors
- Manual ability necessary for the regular use of PCs
- Ability to stoop, twist, turn and move materials in the library
- Ability to lift moderate weight up to 50 pounds in the handling of library materials
- Ability to push carts, bins and book trucks loaded with library materials weighing up to 50 pounds.
- Work is performed in a normal office/library environment with little exposure to outdoor temperatures or dirt and dust

MATERIAL AND EQUIPMENT USED:

Computer(s)	Audiovisual Equipment	General Office Equipment	Cash Register
Laminate Machine	Makerspace Equipment		

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- High School Diploma or GED; and,
- One year of progressively responsible related experience; or,
- Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job

HOURS, SALARY, AND BENEFITS:

\$12.00 hourly. Position requires 19 hours per week including Monday-Saturday. Schedules may include morning, afternoon, evening and weekend hours, or as needed. Employees may be required to adapt to future schedule changes depending on library needs.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant absent undue hardship.

The Bessemer Public Library is an Equal Opportunity Employer. As an Equal Opportunity Employer, decisions to hire and promote are made to qualified persons without regard to race, religion, age, sex, national origin, disability, or any other classification as prescribed by federal, state or local law. All statements made by applicants for employment will be carefully checked for accuracy.