



Bessemer Public Library

Class Specification

Class Title: Library Assistant I, Part-Time

Department: Library

Reports to: Department Head

JOB SUMMARY:

This is a position that requires knowledge of library practices and principles, attention to detail, sound judgment, strong communications skills and direct contact with the public. The Library Assistant I will perform various duties as assigned by the department head or Director. These duties will prioritize activities that enhance library services such as maintenance of the collection and programs. The Library Assistant I must be comfortable with performing a variety of computer oriented and clerical assistance functions which require judgment based on knowledge of the procedures and policies pertaining to the area of assignment. Work involves some initiative and judgment on procedural questions that are encountered according to library board policies. Works under the general guidance and direction of the department head or Director.

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

- Operates the circulation and youth desk
- Performs related customer service and library functions
- Checking materials in and out
- 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
- Assisting patrons in locating reference materials
- Notifying patrons of late materials, reserved materials, etc.
- Receiving money for fines, fees, etc.
- Entering information into computer system
- Answering phones, providing assistance and forwarding calls to appropriate staff member.
- The Employer retains the right to change or assign other duties to this position

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.
- Performs other related duties as assigned.

EXAMPLES OF DUTIES:

- Position reports to the department head or Director.
- Provides information to patrons in person and by phone about overdue materials and other matters related to patron records.
- Creates promotional materials and assists in the development and on-going tasks for programs.
- Inspects returned materials for damage, verifies due date and computes and receives overdue fines.

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, peripherals, online databases, online searching, and the internet.
- Knowledge of library procedures.
- 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.

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.

MATERIAL AND EQUIPMENT USED:

Computer(s)	Audiovisual Equipment	General Office Equipment	Cash Register
Video Stamps	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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic principles and practices of library services, cataloguing systems, Dewey Decimal system, terminology and technology
- Dewey Decimal classification schedules, tables and indexes.
- Standard reference materials, information sources and research techniques.
- Customer service techniques.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Community interests and needs.
- All computer software and hardware related to performance of the essential functions of the job.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Using a computer to accurately and rapidly enter and retrieve data and information.
- Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

- Ability to provide reference assistance to the public.

- Ability to provide effective service and communicate with patrons and staff.
- Ability to read information from a computer and enter data into computer.
- While performing the essential functions of this job, the incumbent is regularly required to sit and use hands

Working Conditions:

- Work is performed in a normal office/library environment with little exposure to outdoor temperatures or dirt and dust.
- Working time may require irregular hours and/or weekend shifts.

BENEFITS:

\$11.00 per hour

Hours vary, all positions may include morning, afternoon, evening and weekend hours. 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.