



Uintah County

Job Description

Title:	Library Assistant	Code:	519.4
Division:	Administrative	Effective Date:	
Department:	Library	Last Revised:	
FLSA Cat:	Non-exempt	Pay Grade:	

GENERAL PURPOSE

This position is to ensure that library materials are checked-in, sorted and shelved in a timely and accurate manner so library patrons can quickly locate items of interest. This position will also guide patrons to individual items or collections, or walk them to the appropriate staff resource, as needed.

Performs general cleaning; picking up litter and items left by patrons as needed to maintain basic tidiness of the library. Performs related duties as required.

SUPERVISION RECEIVED

Works under the general supervision of the Circulation and Cataloging Supervisor and Librarians while in training or on a project-by project basis.

SUPERVISION EXERCISED

None.

RESPONSIBILITIES

- Performs general day to day duties associated with respective department which include but are not limited to:
 - Check in returned materials
 - Sort returned materials
 - Organize returned materials on book carts
 - Re-shelve returned materials
 - Shelf read collection
 - Process new materials for circulation
- Reports Library safety and security matters to Library Management or Maintenance staff
- Performs duties independently without direct supervision
- Offers ideas for improving operational effectiveness or efficiency to the management team
- Performs circulation procedures, such as checking materials in and out, checking hold lists, conducting financial transactions, answering the phone
- Greets customers and provides directions or refers them to appropriate staff members if needed
- Spends time on the library floor:

- Assisting customers at their point of need
- Merchandising: straightening books and displays, cleaning up, and maintaining a presentable atmosphere
- Monitoring the Library to maintain a safe space
- Assists customers with:
 - Basic information and reader's advisory questions
 - Basic computer, eBook, email, and internet questions
 - Self-checkout machine, copier, fax machine, and printer
 - Use of Library resources and databases
 - Information on Library activities, facilities, and services
- Designs, coordinates, and manages Library programs to meet community needs
- Assemble and arrange displays of materials to support popular topics
- Performs opening/closing procedures
- Represents the Library at one or more outreach events each calendar year
- May:
 - Participate in branch or system wide work teams
 - Attend professional meetings, maintain membership in professional organizations, and participate in workshops and activities for professional growth.
- Performs other duties and participates in special projects, as assigned

QUALIFICATIONS AND SKILLS

- Ability to employ appropriate techniques to meet service needs
- Ability to adapt to changes in the library profession
- Ability to interact well with co-workers and public
- Ability to utilize technology as required
- The ability to communicate effectively ideas and information both in written and oral form.
- Ability to set priorities in order to meet assignment deadlines
- Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator
- Strong interpersonal, communication and organizational skills
- Ability to work independently in a fast-paced environment with frequent interruptions
- Ability to set priorities in order to meet assignment deadlines

Physical Requirements

- Ability to stand, walk, and sit for extended periods
- Capable of lifting and/or moving up to 50 pounds
- Ability to lift/move items of more than 50 pounds with assistance
- Ability to squat, bend, and kneel
- Ability to push/pull book carts
- Must be able to work in an environment with continuous interruptions
- Vision adequate for extensive computer work
- Must have reliable transportation

WORK ENVIRONMENT

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Sitting, standing, walking, climbing and stooping
- Bending, twisting and reaching
- Lifting and carrying: 50 pounds or less
- Pushing and pulling: objects on wheels weighing 60-100 pounds
- Handling: processing, picking up and shelving library materials
- Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing

MINIMUM QUALIFICATIONS

High School Diploma or GED; AND

Sufficient experience to demonstrate an aptitude or ability to perform above and related duties; OR

Equivalent combination of education and experience.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

Employee Signature