



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Library Assistant III	DEPARTMENT: Staunton Public Library
IMMEDIATE SUPERVISOR: Librarian	GRADE/RANK: 10
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Responsible for planning and implementation of programs for children and their caregivers.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Provides customer service to the public in person and over the phone;
- Plans and implements events that serve children and their caregivers;
- Travels to schools, daycares, and other facilities to stage outreach events;
- Establishes and maintains communication with area educators;
- Performs dynamic stories and songs to groups;
- Explains and enforces policies to patrons;
- Helps public use library equipment, find materials, and answers to ready reference and basic reader's advisory questions;
- Creates and maintains displays of library materials;
- Assists with collection development in the youth section and;
- Performs other related duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess knowledge of Library collection and the Dewey Decimal System and must be able to sort and file alphabetically and numerically. Must have a knowledge of use of basic reference tools, all library equipment, and of the Library's online system as well as general computer skills including email, word processing, and use of the internet and online information resources. Must have a knowledge of City finance procedures and a positive attitude towards public service work. Must have the ability to interact successfully with all members of the public and be able to use good judgment in a variety of difficult situations. Have the ability to memorize a large amount of details and be able to follow oral and written instructions. Must be able to communicate verbally and in writing with other library staff and with the public and be self-motivated and able to work without direct supervision. Must be able to work as a team member and have experience working with children and adults in group situations as well as knowledge of child development and children's literature.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

High school diploma or equivalent. Prefer college, library experience, computer expertise, and customer service experience.

SPECIAL REQUIREMENTS:

Programmer is required to perform work in the library and travel to outreach events. Must be able to work some evenings and weekends to cover library events and activities.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Position at times requires standing and moving around the work area for several hours, but is otherwise primarily a sedentary position.

All positions require the exertion of up to 10 pounds of force occasionally, a negligible amount of force occasionally to move objects and some light work requiring the exertion of up to 20 pounds of force occasionally. Work requires stooping, reaching, manual dexterity, grasping and repetitive motions; typing/word processing requires the ability to perform repetitive tasks involving fine motor skills; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed and/or important instructions to others accurately; hearing is required to receive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

No supervisory responsibilities; however, programmer helps direct work of Assistant Programmer and volunteers.

EXAMPLES OF EXPECTED DECISION MAKING:

Programmer is responsible for managing patrons attending events, meeting the needs of those families, and handling difficult behavior.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Library Assistant III will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Library Director and Chief Human Resources Officer

Revised Date: 2019