



DEPARTMENT OF HUMAN RESOURCES  
CITY & SCHOOLS

CITY OF STAUNTON  
POSITION DESCRIPTION

|                                               |                                            |
|-----------------------------------------------|--------------------------------------------|
| <b>JOB TITLE:</b> Library Assistant II        | <b>DEPARTMENT:</b> Staunton Public Library |
| <b>IMMEDIATE SUPERVISOR:</b><br><br>Librarian | <b>GRADE/RANK:</b> 9                       |
|                                               | <b>FLSA/ESSENTIAL STATUS:</b> Non-Exempt   |

**GENERAL DEFINITION AND PURPOSE OF WORK:**

Performs responsible customer service, clerical, and technical work throughout the Library essential to daily operations.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

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

- Provides general customer service for new and returning Talking Book Center (TBC) patrons;
- Provides readers advisory service and selects books for patrons;
- Troubleshoots machine problems in person and over telephone;
- Participates in meetings of other sub-regional libraries;
- Maintains contacts with the Library & Resource Center (LRC), National Library Service for the Blind and Physically Handicapped (NLS) and CMLS;
- Represents TBC at appropriate events and speaking engagements;
- Manages deaccession of excess material according to NLS guidelines;
- Attends TBC Board and committee meetings and works on development of budget, planning, promotion and fundraising for Talking Book Center;
- Catalogs NLS materials;

- Trains and manages volunteers;
- Assesses donations and searches gift materials for suitability for Library collections;
- Reconciles the materials budget with monthly expenditures and tracks spending;
- Deletes materials from online catalog;
- Searches and inputs data for ordering of materials and deletes materials from online ordering database;
- Prepares requisitions in City purchasing system;
- Oversees monthly acquisitions budgeting and ordering;
- Prepares reports as required;
- Performs original and copy cataloging of all types of library materials;
- Monitors the accuracy of the system's bibliographic records;
- Evaluates bibliographic cataloging using local and consortium standards;
- Collects and distributes mail and;
- Performs other related duties as assigned by supervisor.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Must possess a knowledge of library collections, books, genres and authors. Must have the ability to sort and file alphabetically and numerically as well as have a knowledge of basic reference tools. Knowledge of library equipment used by staff and the public and a knowledge of Library's online systems and strong computer skills including email, Microsoft Office, and use of the internet and online information resources are important. Knowledge of the City purchasing system and procedures as well as cataloging rules and MARC tags are also needed. A positive attitude towards public service work and the ability to interact successfully with all members of the public, use good judgement in a variety of difficult situations, memorize a large amount of detail, follow oral and written instructions, communicate verbally and in writing and the ability to multitask and prioritize responsibilities. Must be self-motivated and able to work without direct supervision and have a knowledge of all equipment used in the Talking Book Center and by patrons and knowledge of NL procedures and database.

### **QUALIFICATIONS/EDUCATION AND EXPERIENCE:**

High school diploma or equivalent with extensive experience using technology. Prefer college, library experience, and customer service experience.

### **SPECIAL REQUIREMENTS:**

Talking Book Center staff may be required to work extra hours to perform outreach duties at outside locations.

### **PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:**

Positions are primarily sedentary work, though require being able to work while standing and moving for several hours at a time.

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:**

Reader Advisor supervises the Library Assistant I Reader Advisor and volunteers during daily operations. Acquisitions Coordinator oversees technical services workflow with Library Assistant I positions.

#### **EXAMPLES OF EXPECTED DECISION MAKING:**

Responsible for interpretation of library policies, deciding classification of materials relevant to collection, and uses judgment in collection management.

**This job description in no way states or implies that these are the only duties to be performed by this employee. The Library Assistant II 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