



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Library Assistant I (Part-Time)	DEPARTMENT: Staunton Public Library
IMMEDIATE SUPERVISOR: Librarian	GRADE/RANK: 6
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs responsible 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 customer service to the public in person and over the phone;
- Performs all Circulation Desk activities including check out, check in, collection of fines, shelving, shelf reading, etc.;
- Explains 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;
- Maintains system of reserve materials;
- Checks in, sorts, and distributes mail and shelves periodicals;
- Performs original and copy cataloging of all types of library materials;
- Prepares materials for check out, processing all types according to established procedures;

- Deletes materials from online catalog;
- Searches and inputs data for ordering of materials and deletes materials from online ordering database;
- Searches gift materials for possible addition to collection;
- Prepares requisitions in City purchasing system;
- Plans and executes programs in the library and at outreach visits;
- Assists with collection development in the youth section;
- Selects appropriate reading materials for patrons;
- Maintains reader files;
- Assists with promotion and occasional outreach efforts and;
- Performs other related duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess knowledge of Library collection and the Dewey Decimal System. The ability to sort and file alphabetically and numerically as well as knowledge of basic reference tools and all library equipment. In addition, knowledge of Library's online system and general computer skills including email, word processing and use of the internet and online information resources.

Knowledge of City purchasing system and of cataloging rules and MARC tags. Must have a positive attitude towards public service work and the ability to interact successfully with all members of the public and be able to use good judgment in a variety of difficult situation. The ability to memorize a large amount of details and to follow oral and written instructions. Must have the ability 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.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

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

SPECIAL REQUIREMENTS:

Circulation desk staff members are required to work at least one Saturday per month and may work nights and Sunday afternoons as part of schedule. Programmer staff members must be able to work some evenings and weekends to cover events and activities of the library. Reader Advisor may need to work extra hours to cover operating hours.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Circulation Desk, Programmer, and Reader Advisor positions require being able to work while standing and moving around the work area for several hours. Cataloging, acquisitions, and

processing, positions are primarily sedentary work.

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, staff help direct work of Pages and volunteers.

EXAMPLES OF EXPECTED DECISION MAKING:

Circulation Desk and Reader Advisor staff is responsible for interpretation of library policies and handling of difficult patrons. Cataloger is responsible for deciding classification of materials relevant to collection. 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 I (Part-time) 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