

## JOB DESCRIPTION

**Title:** Library Assistant II

**Department:** Library

**Reports to:** Library Assistant III

**Pay Grade:**

**Date Adopted:**

**Previous Revision Date:**

**Last Revision Date:**

**Type:** ☐ Full Time

☒ Part Time

**FLSA:** ☐ Exempt ☐ Salary

☐ Non-Exempt ☒ Hourly

**Union:** ☐ Yes

☒ No

---

### Job Summary:

Work independently under general supervision and the guidance of Library policies and procedures. Represent assigned department in absence of supervisor. May provide training and day-to-day direction to interns, seasonal help and volunteers assigned to department.

---

### Essential Functions:

1. Assist assigned department head with assigned tasks in timely manner.
2. Work flexible shifts when required, including evenings and weekends.
3. Ability to adapt to schedule changes on short notice.
4. Assist at Public Service desk.
5. Assist with Reader's Advisory. Direct and teach patrons how to use library resources including print and non-print materials.
6. Perform other related duties as requested by supervisor.

### When Assigned to Public Services:

1. Provide public services that include: circulating materials, inspecting items for cleanliness and damage, responding to public inquiries, providing readers' advisory and ready reference assistance to patrons.
  2. Resolve patron account issues, process library card applications, and submit collection recommendations from patrons.
  3. Provide public computing support and troubleshoot equipment issues, when necessary.
  4. Maintain a clean and welcoming public environment in and outside the library, including stack maintenance and public meeting rooms. Schedule and provide meeting room support for non-library events or meetings.
  5. Staff front desk and provide customer service to patrons in person, by telephone, or via electronic chat or social media.
- 

### Education and Special License(s)/Certifications:

1. High school diploma or GED required.
2. College degree preferred. Preference given to those with training in Library Science, Education, Information Technology, Marketing or Graphic Design.
3. Willingness to accept continuing education opportunities to learn specializations for assigned work in library.

**Experience:**

1. Previous library work experience preferred.
  2. Previous employment working with the public desired.
- 

**Skills:**

1. Excellent organizational skills; including handling concurrent activities and competing priorities.
  2. Bilingual proficiency desired.
  3. Proficient with technology; peripherals and productivity software.
  4. Interpersonal sensitivity sufficient to recognize the unique needs and concerns of all patrons and co-workers.
- 

**Physical Requirements:**

1. Ability to sit or stand for long periods of time;
  2. Visual acuity sufficient to read computer screen or typewritten page;
  3. Reach shelves up to six feet high and at floor level;
  4. Lift and carry materials that on occasion could weigh as much as 50 pounds;
  5. Push loaded book carts that on occasion could weigh as much as 200 pounds.
- 

**Supervisory Responsibility (Direct and Indirect):**

Direct        None

Indirect     None

---

**Disclaimer:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

---

Approved:

---

Dr. Sue Crawford, City Administrator

---

Date