

Library Assistant II

Purpose Statement

This job reports directly to the Director.

Essential Functions

1. Help Process and prepare library materials for Circulation
 - a. Attach all stamps and due date stickers etc., including property stamp and color coded dots
 - b. Helps prepare list of books to order with Library Assistant I
2. Assists patrons
 - a. Explains card catalog and how to use it
 - b. Explains different sections of the library and where items are located
 - c. Help with Computer questions as time allows
3. Financial and Circulation Records
 - a. Accepts and records monies received for fees and copies made for the purpose of managing customer accounts
 - b. Maintain monthly statistical report
 - c. Balance Cash drawer daily
 - d. Calculate weekly deposit and give to Director
4. Website Maintenance
 - a. Keep website up to date with new events
 - b. Make any necessary changes to design or content of Website
5. Maintain overdue records
 - a. Run overdue report each Monday
 - b. Call patrons with over dues
 - c. Send overdue letters once a month to all patrons with over dues
 - d. Prepare over dues for Sheriff Deputy monthly
7. Maintain Newspaper and Magazine Records
 - a. Check in all new magazines and newspapers to log receipt
6. Maintains Library Appearance
 - a. Assists in creating displays for the purpose of promoting the library
 - b. Straightens all areas at end of shift and puts everything back in its place
 - c. Read shelves on a regular basis for the purpose of keeping materials in correct order
 - d. Pulls worn items to be considered for discard or replacement for the purpose of maintaining the collection
 - e. Shelves library materials for the purpose of maintaining access to the collection
7. Circulation Desk Duties
 - a. Answers routine questions by phone or in person for the purpose of helping customers
 - b. Issue Patron Cards and TexShare Cards
 - c. Checks library materials in and out for the purpose of controlling the inventory
 - d. Checks condition of materials turned in
 - e. Calculate Fines and Fees for printing and copying
 - f. Help with copier and send faxes
 - g. Check computer patrons for fines or fees
 - h. Maintain reserved materials and contact patrons when reserves are available

Other Functions

- Daily attendance and punctuality are required for the purpose of ensuring the goals of the work unit can be met.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Job Requirements: Minimum Qualifications **Skills, Knowledge and Abilities**

SKILLS are required to perform single, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include the ability to type accurately, operate photocopier, and computer and be dependable, highly organized and have a strong sense of responsibility. Ability to bend, stoop and reach above the head, either from floor or on stepstool. Ability to lift 50 pounds.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: thorough knowledge of the library's Integrated Library System (Atrium) and the use of the library's catalog. Knowledge of Microsoft Office with particular emphasis on Word, Excel and Publisher is required.

ABILITY is required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Specific ability-based competencies required to satisfactorily perform the functions of the job include: ability to understand and perform library procedures; to deal tactfully and diplomatically with staff and public; to communicate effectively with supervisor, staff and public.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is significant opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands; significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Must be able to manipulate stacks of books and similar materials weighing up to 50 pounds and loaded book trucks weighing up to 100 pounds. Ability to lift books to shelves above head and bend to place books on shelves near floor. Generally the job requires 10% sitting, 40% walking and 50% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Equivalency Some college desirable.

Required Testing

Alphabetizing a stack of books
Putting in order a stack of Dewey Decimal Books

Certificates & Licenses

Valid driver's license