



## Job Description – Library Assistant

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| <b>Job Title:</b>  | Library Assistant | <b>Department:</b>  | Library    |
| <b>Group:</b>  |                   | <b>FSLA Status</b>  | Non-Exempt |
| <b>Minimum Salary:</b>   | \$11.38           | <b>Position Type:</b>   | Part-time  |
| <b>Reports To:</b>   | Library Director  | <b>Directs:</b>   | N/A        |
| <b>Applications Accepted By:</b>   |                   |   |            |
| <b>E-MAIL:</b><br>hrdirector@palestine-tx.org<br><br><b>Subject Line:</b><br>Attention: Human Resources/ Job Title   |                   | <b>MAIL OR IN PERSON: (MONDAY- FRIDAY; 8:00AM – 5:00PM)</b><br><br>City of Palestine<br>Human Resources<br>504 North Queen<br>Palestine, Texas 75801<br>(903)731-8421 |            |
| <b>Job Description</b>   |                   |   |            |
| <p><b>OBJECTIVE</b></p> <p>A City of Palestine Library Assistant provides circulation and information services assistance and support. This library assistant will serve both on a public service desk as well as behind the scenes functions including shelving. Part-time Library Assistants work a variable, 20-hour weekly schedule, including weekdays, Saturdays and evenings. Regular attendance is an essential job responsibility.</p> <p><b>ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES</b></p> <p>Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills, and other characteristics. <b>(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)</b></p> <ul style="list-style-type: none"> <li>• Deliver excellent customer service, including the ability to maintain confidentiality and use appropriate judgment.</li> <li>• Works with supervisor and others to develop short/long term priorities for circulation and reference services.</li> <li>• Understands, follows, and enforces policies and procedures.</li> <li>• Participates in continuing education to develop library and computer skills.</li> <li>• Demonstrates knowledge of the principals and practices of public library policies and procedures.</li> <li>• Provides general reference services and readers’ advisory services to library patrons.</li> <li>• Utilizes library systems to check out materials to patrons, collect overdue fines, issue library cards, retrieve returned materials from drop boxes, check-in materials, place items on reserve, and contact patrons regarding reserve items</li> </ul> |                   |   |            |



## Job Description – Library Assistant

- Must be able to perform searches using the online catalog, databases, and print resources to answer patron inquiries.
- Assist patrons in the use and troubleshooting of public access computers and other related technologies such as phones, laptops, and tablets according to library policy.
- Provides information and reader's advisory services as assigned.
- Answers telephone calls and responds appropriately and accurately to requests.
- Ensures that library areas and equipment are sanitized, clean and orderly by performing regular cleaning duties according to instructions.
- Must be able to handle, shelve, and organize items according to numbering sequences. (i.e. Dewey Decimal System) and assists in maintaining the collection.
- Performs library opening and closing procedures as required
- Performs duties requiring the exercise of work professionalism.
- Process, handle, and pack deselected books.
- Handles cash, checks and credit card transactions and issues receipts.
- Performs other related duties as requested, assigned, or required.
- Assumes responsibility for the floor and or/building in the absence of senior staff.

### SKILLS

- Demonstrate proficiency in customer service and aptitude for learning technology.
- Ability to work and learn in an environment where there are shifting priorities, developing technologies, frequent interruptions, and interactions with the public.
- Demonstrated skill in oral and written communication.
- Understand and exhibit knowledge of books, authors, and book classification.
- Proficiency in Microsoft Office productivity, email, and other software applications.
- Ability to apply logic and attention to detail.

### OTHER IMPORTANT JOB FUNCTIONS

Library Assistant should have good computer and library automation skills as related to the delivery of library services. Incumbent interacts with variety of staff, city staff, and public.

### ACCEPTABLE EXPERIENCE AND TRAINING

Two years' experience in a library setting, business office, customer service, or related work experience required. Prefer prior library circulation, reference, or technology work experience.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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Library Assistant performs essential functions in a library environment. Incumbent should be able to shelve and retrieve books and other items on high shelves, lift up to 50 pounds, and be able to kneel, stand, bend, stoop, stretch, climb and work in confined spaces. Incumbent may work a varied schedule including nights and weekends.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School Diploma or GED
- Any equivalent combination of relevant education and experience.
- Must have and maintain a valid Texas Driver’s License. (if required)
- Associates degree with a minimum of one- year library experience preferred.
- Computer experience required.
- Cash handling experience required.

### CONDITIONS OF EMPLOYMENT

Must pass a pre-employment drug screen and background check. \*Add pre-employment physical if required.

Must have and maintain a satisfactory driving record.

Position schedule is subject to change at any time as needed to fit the needs of the organization.

Schedule is subject to change from week to week.

### ADDITIONAL INFORMATION

**Your application is part of the review process; be sure it is complete. If attaching a resume, all information requested on the application form must also be completed (i.e. writing “see resume” is not sufficient).**

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|------------------|--------------|------------|------------------|
| Reviewed By:     | Ana Sanchez  | Date:      | October 1, 2020  |
| Approved By:     | Lisa Cariker | Date:      | October 22, 2020 |
| Last Updated By: | Ana Sanchez  | Date/Time: | October 22, 2020 |
| Received By:     |              | Date:      |                  |