



## Job Description – Library Assistant

<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>	Full time
<b>Reports To:</b>	Library Director	<b>Directs:</b>	N/A

**Applications Accepted By:**

**E-MAIL:**

hrdirector@palestine-tx.org

**Subject Line:**

Attention: Human Resources/ Job Title

**MAIL OR IN PERSON: (MONDAY- FRIDAY; 8:00AM – 5:00PM)**

City of Palestine  
 Human Resources  
 504 North Queen  
 Palestine, Texas 75801  
 (903)731-8421

**Job Description**

**OBJECTIVE**

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. Library Assistants work a variable, 40-hour weekly schedule, including weekdays, Saturdays, and at least one evening per week. Regular attendance is an essential job responsibility.

**ESSENTIAL JOB FUNCTIONS**

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. **(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)**

- Deliver excellent customer service, including the ability to maintain confidentiality and use appropriate judgment.
- Works with supervisor and others to develop short/long term priorities for circulation and reference services.
- Understands, follows, and enforces policies and procedures.
- Works within policies and procedures to resolve patron issues such as fines and fees.
- Participates in library weeding and collection maintenance processes.
- Participates in continuing education to develop library and computer skills.
- Performs other related duties as requested, assigned, or required.
- Demonstrates knowledge of the principals and practices of public library policies and procedures.
- Provides general reference services and readers’ advisory services to library patrons.
- Demonstrates knowledge of a particular subject interest.
- Performs other related duties as requested, assigned, or required.



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### 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.

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; and/or
- Any equivalent combination of relevant education and experience.
- Must have and maintain a valid Texas Driver’s License. (if required)

### PREFERRED CERTIFICATIONS AND LICENSE QUALIFICATIONS

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### 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.

### 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).**

Reviewed By:		Date:	Click here to enter a date.
Approved By:		Date:	Click here to enter a date.
Last Updated By:		Date/Time:	Click here to enter a date.



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Received By:		Date:	
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