

POSITION TITLE: **LIBRARY ATTENDANT – Part Time**
CLASSIFICATION: Library services.
REPORTS TO: City Administrator
FLSA STATUS: Non-Exempt

SUMMARY:

Under general supervision, performs a variety of library clerical work of routine difficulty in the operation of the library and furnishing library services to patrons; and performs related work as required. This position is part time in nature and may work schedules of varying hours of less-than-full time.

DISTINGUISHING FEATURES OF WORK:

This is an entry level position in the library. This position differs from higher level library clerical work in that incumbents of the latter position perform more responsible duties.

ESSENTIAL EXAMPLES OF WORK:

Assists patrons in the use of the card catalog, computer and copy machine; finding materials; answering questions and suggests reading materials.

Checks books and materials in and out; issues library cards; assesses overdue fines and collects same; shelves books and materials; processes interlibrary loans; handles reserves requests and keeps various records.

Assists in book repair and cleaning; prepares books and other items for the bindery and assists in book sales.

Operates equipment and machines such as computer and peripheral equipment, copy machine, calculator, telephone and other library equipment.

Performs other duties as assigned.

NON-ESSENTIAL EXAMPLES OF WORK:

Organize library as necessary.

Assists the children's librarian in story-telling.

Assists in library research.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of library principles, practices, methods and techniques preferred.
Skill in use of standard office machines and equipment.

Ability to perform routine library work and maintain routine records.

Ability to establish and maintain effective working relationships with others including library personnel and citizens.

PHYSICAL REQUIREMENTS:

Ability to pass reasonable fitness and physical standards to safely perform work, if required, as determined by city physician; vision and hearing, normal or corrected sufficient to read, write, distinguish colors, and safely operate equipment used in work; able to lift and carry about 25 pounds, though greater weights may, at times be lifted, carried and/or placed; dexterity and fitness to grasp, bend, stoop, walk, and otherwise perform physical functions of the assignment.

WORK ENVIRONMENT:

Work environment is generally agreeable with good working conditions. Work is conducted in a normal office setting. Noise level is low to moderate.

TRAINING AND EXPERIENCE:

High school diploma or equivalent.
Some library experience preferred.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date