



CITY OF WEST LIBERTY, IOWA

Library Assistant

DATE: ADOPTED 2020; REVIEWED 5/2023

CLASSIFICATION: Non-exempt

DEPARTMENT: Library

JOB DESCRIPTION:

Summary/Objective

Under the direction of the Librarian/Library Specialist(s), this employee is responsible for providing reference/circulation and readers' advisory services, and book processing. Specific responsibilities will be assigned by the Library Director on the basis of experience, skills, and specific needs of the department and number of hours worked.

DISTINGUISHING CHARACTERISTICS:

The Library Assistant is under the supervision of the Librarian/Library Specialist(s) and the Library Director.

ESSENTIAL FUNCTIONS:

Reasonable accommodations to enable individuals with disabilities to perform essential functions are available.

- Provides reference/circulation services.
- Provides readers' advisory services.
- Processes materials for circulation.
- Assists with program development and implementation as needed.
- Participates in appropriate continuing education activities and professional organizations as requested.
- Trains staff and volunteers as assigned.

QUALIFICATIONS:

- Knowledge of the organization and operation of libraries.
- Knowledge of modern office procedures, methods, and computer equipment.
- Awareness of current social, cultural, and educational topics and trends.
- English usage, spelling, grammar, and punctuation required. Ability to speak and understand Spanish preferred.

SKILLS AND ABILITIES:

- Ability to learn library procedures readily.
- Ability to learn quickly and use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to work a flexible schedule that includes day, night and weekend hours, including hours outside of regularly scheduled time.
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.
- Some knowledge of basic reference sources.
- Some knowledge of basic arithmetic skills.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE REQUIREMENTS:

Education: Graduation from High School or equivalent G.E.D, or working towards

Experience: At least one year of related experience is preferred.

LICENSING REQUIREMENTS:

State of Iowa Public Librarian’s Certificate or ability to obtain within 1 year of hiring.

ESSENTIAL PHYSICAL ABILITIES:

Positions in this class typically require standing, mobility, fingering, talking, hearing, seeing, and repetitive motions.

Ability to exert up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Ability to perform sedentary work that involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SUPERVISORY RESPONSIBILITY:

None.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a part-time position. General hours of work and days are dictated by library hours of operation. The library is open six days a week. Hours of operation are anytime between 8 am and 8 pm. Evening and weekend work are required as job duties demand.

DISCLAIMER:

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of West Liberty employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee’s employment at any time. Unless otherwise provided by contract or law, all employment with the City of West Liberty is to be considered “at-will”.

SIGNATURES:

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____