

City of New Bedford Job Description

Job Title	Library Assistant
Department	Library
Employment Status	Part-Time
Salary	Grade E \$17.38

Function

This position assists in the daily operation of the Library and performs related public service duties as required.

Supervision

Received	Department or Branch Manager
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Exercised	None
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Essential Job Duties The job duties listed herein are neither exclusive nor limited, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Provides courteous public service by responding promptly to patron requests according to established procedures.
- Promotes services by informing patrons of available resources, programs and registering patrons.
- Monitors the use of materials and equipment such as computers, printers and photocopiers and provides assistance as needed.
- Follows established circulation, reference and cataloging procedures; maintains orderliness.
- Assists with collection maintenance and processing of new material.
- Assists with the development and implementation of Library programming.
- Contributes to the smooth operation of daily functions by completing assigned projects.
- Prepares and checks materials being loaned; checks in materials being returned.
- Assists in opening and closing the department.
- Performs clerical duties.
- Assists in maintaining appropriate security and reporting inappropriate patrons' behavior to supervisory staff.
- Assists in collecting, recording and transferring all monies received.
- Orders supplies as needed.
- Provides effective and efficient customer service and promotes and maintains responsive community and working relations.
- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED equivalent and at least two years of college coursework plus two years of public library experience with an automated library system preferred; or any equivalent combination of education and experience that provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Library methods, policies and procedures. • The Dewey Decimal system. • The use of standard office equipment including computers and relevant software programs.
Ability to	<ul style="list-style-type: none"> • Follow oral and written instructions. • Work independently with minimal supervision. • Establish effective working relationships with supervisors, coworkers and the general public.
Skill in	<ul style="list-style-type: none"> • Oral and written communication. • Attention to detail. • Customer service.

Necessary Special Requirements

- Subject to Mandatory CORI (Criminal Offender Record Investigation).
- Must be available some nights and weekends.

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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, prolonged visual concentration, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb, balance, bend, stoop, kneel or crouch.
- The employee is occasionally exposed to unpleasant conditions such as dim or bright lights, dust and odors.
- The employee must frequently lift and/or move up to 20 pounds and occasionally lift and or/ move up to 50 pounds.