

JOB DESCRIPTION

TITLE: Public Service – Library Assistant (children's) 20 hour position

GENERAL STATEMENT OF DUTIES: Performs a variety of library functions under supervision. May supervise shelvees and student clerks. Does related work as required. Under the supervision of department supervisor.

EXAMPLES OF WORK: (Illustrative only)

- Performs automated circulation functions including checkout, check in, and renewal of materials
- Register new patrons
- Shelves library materials
- Receive and direct phone calls
- Assist patrons with selection of materials
- Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Aptitude for library work; some understanding of basic aims and services of libraries; initiative; resourcefulness; good judgement; orderliness; accuracy; tact; adaptability; ability to get along with others; courteous; ability to make decisions; ability to communicate pleasantly and effectively with library staff and general public, especially, children.

MINIMUM QUALIFICATIONS:

1. High school education.
2. Library experience desired.
3. Knowledge of current technology
4. Some evening and weekend work required
5. Good health
6. Kansas driver's license required

PHYSICAL DEMANDS OF POSITION:

Sitting, standing, walking, climbing and stooping

Bending, twisting, and reaching

Talking and hearing: use of the telephone

Lifting and carrying: up to 50 pounds

Handling, processing, picking up and shelving books and library materials

Keyboarding, writing, filing, sorting paperwork

Pushing and pulling: objects weighing 60-80 pounds on wheels

Mobility; travel to meetings outside the library

EQUIPMENT USED:

Computer, photocopier, printer, telephone, cash register, fax machine, DVD player, and other equipment used in the department

WORK ATMOSPHERE:

Work involves dealing with the public and staff, working in an office environment and some travel outside the library.

11/03/2014