

Drake Community Library, City of Grinnell, Iowa

Library Assistant Job Description

Job Summary: Reporting to the Library Director, the Library Assistant assists library users in the use of library services and facilities and performs many support activities involved in the operation of the library. Due to extensive hours of operation, the Library Assistant is frequently the on-site person in charge of library environs in the absence of the Library Director and Youth Services Director.

Education and Experience Requirements:

1. Minimum of a Bachelor's degree or equivalent experience

Salary Range: \$19.19 - \$20.96 per hour. Non-exempt.

The wage scale for Library Assistants is calculated according to a four-step system. The maximum wage is reached after two years of employment. Library Assistants work a variety of schedules including evenings and weekends.

Essential Functions of the Position:

All Library Assistants share in the responsibility for the following duties, which, because they are related to direct service to the public, come first in importance in each staff member's job description. Library Assistants must utilize excellent interpersonal and communication skills in service delivery and as a member of the library team.

1. Knowledge of library policy for effective implementation of library procedures
2. Assisting library users in selecting and locating materials and information, including instruction in use of the online catalog, computer databases, and the Internet
3. Fielding requests for information, in the library, over the telephone, and electronically; Library Assistants are expected to have a thorough familiarity with the Library's collection of approximately 70,000 items and to be able to guide library users in locating the kinds of materials they need. They must learn to use the collection of reference materials, the library's online resources, and the Internet to find information.
4. Handling reserves of library materials and notifying library users when materials are available
5. Circulating library materials

6. Notifying library users of reserved materials
7. Cataloging of periodicals
8. Processing overdue notices
9. Performing clerical duties such as keeping library statistics, library user registration, handling library receipts, scheduling use of meeting rooms, public computers, and audio-visual equipment
10. Emptying book drop
11. Opening and closing the library requiring functional knowledge of the facility's security system

Special Duties:

In addition to the above shared responsibilities, each individual Library Assistant has special duties. Special duties are assigned to individual library assistants to maintain a full range of library services for the community.

Special duties may include but are not limited to:

Collection maintenance

Cataloging of library materials

Volunteer coordination

Labeling and physical processing of library materials

Ordering and receiving library supplies

Material selection and purchasing

Book delivery services

Interlibrary loan services

Scheduling of personnel/timesheet submission

Producing library publications (content and graphic design)

Preparing press releases

Creating displays

Planning and facilitating programming for all ages

Preparing cash deposits

Processing invoices for payment

Submission of information to debt collection vendor

Physical Requirements:

In keeping with Drake Community Library’s philosophy that each individual should be encouraged to reach his or her full potential, and in compliance with the American’s with Disabilities Act (ADA), reasonable accommodations or modifications will be made for qualified individuals with disabilities to perform the essential duties of this position.

Physical Activity Requirements:

Occasional = 33% or less of work day

Frequent = 34-66% of work day

Constant = 67-100% of work day

Physical Activity Requirements:	Occasional	Frequent	Constant	N/A
Sitting		X		
Standing	X			
Walking	X			
Climbing stairs	X			
Bending	X			
Kneeling	X			
Crouching	X			
Grasping	X			
Repetitive Motion (keyboarding)		X		
Pushing/Pulling 35 lbs. Lifting minimum per day 20 lbs. Occasionally Lifting minimum per day 10 lbs. Frequently Lifting minimum per day 0 lbs. Constantly				
Requires use of proper body mechanics with pushing, pulling, reaching, lifting, squatting, kneeling, and bending. Requires 6-7 hours/day at CRT screen, typewriter, or other office machines. Requires fine motor hand and arm movement, manual dexterity, and coordination. Requires near visual acuity. Requires working around and operating departmental equipment. Requires the ability to function in a professional manner under stressful circumstances.				
Environmental Demands: Not applicable				

Rev. 11/2014

Rev. 07/2016

Rev. 05/2018