

TOWN OF PROSPER

TITLE:	LIBRARY ASSISTANT	SALARY	DOQ
DEPARTMENT:	LIBRARY	LAST UPDATE:	10/2009
REPORTS TO:	TOWN LIBRARIAN	FLSA DESIGNATION:	NON-EXEMPT

DEFINITION

Under the direction and supervision of the Town Librarian, performs a variety of operational duties including circulation, shelving, and technical processing. The position involves extensive contact with the public and may include special projects at the direction of the Town Librarian. Employee exercises supervision of library volunteers as authorized by the Town Librarian.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from higher level supervisory and management staff.
- Exercises no supervision

EXAMPLES OF DUTIES

Duties and responsibilities may include, but are not limited to, the following:

Essential Functions:

- Must be able to work a flexible schedule that may include evenings and weekends
- Provide service to library users in a courteous and professional manner
- Perform routine circulation duties including check-in, check-out, shelving, holds, fines, and fees
- Process borrower card applications and maintain confidentiality of records
- Inform library users of library policies, services, and programs
- Process interlibrary loan requests from patrons, and handle receipt and return of loaned materials
- Process new materials and supplies; verify cataloging and shipping records
- Assist library users with resources, including online catalog and public computer workstations
- Train and supervise library volunteers as instructed by Town Librarian
- Process withdrawn materials and prepare for storage or other disposition as directed
- Perform other duties as assigned

Additional Duties:

- Ongoing knowledge of library programs and services
- Knowledge of Town and Library policies and procedures as well as applicable local, state and national laws that affect libraries
- Maintain standards of excellence in customer service toward library users, library staff and volunteers, and Town staff

QUALIFICATIONS

Knowledge and Skills:

- Ability to demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks
- Ability to learn public library operations, policies, and procedures
- Ability to use computerized databases and related software
- Ability to perform shelving and shelf-reading duties
- Ability to keep confidential records
- Ability to deal tactfully and courteously with the all age groups of the public, library staff and volunteers
- General computer and keyboarding skills
- Ability to work well as part of a team, generating and sharing in the enthusiasm for the valuable role of the Library in the community
- Ability to use various office equipment, including but not limited to, personal computer, copier, calculator, fax machine, audiovisual equipment, mobile and desk phones, and department vehicles.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work
- Familiarity with libraries

Training:

- High School Diploma or equivalent is required.
- 1-2 years post high school education is preferred

License or Certificate

- Possession of a valid driver's license.

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.

- The primary duties of the position are performed in a general office environment at the Prosper Community Library.
- The library work environment may be busy and demanding with possible exposure to hostile or angry citizens and business owners.
- While performing the duties of this job, the employee is regularly required to sit, stand, climb, stoop, kneel, crouch, talk, hear, use hands to finger/handle, feel, reach with hands, and maneuver heavy book carts
- The employee is occasionally required to crawl and balance.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, and the ability to adjust focus.
- Must be able to work nights and weekends.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The noise level in the work environment is usually moderate. Employee must have ability to maintain concentration in the midst of constant interruptions and background noise.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

Employee's Signature

Supervisor's Signature

Date

Date

The Town of Prosper, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources and or the Town Manager.

PROSPER'S PURPOSE - PROSPER IS A PLACE WHERE EVERYONE MATTERS