LIBRARY ASSISTANT
FLSA: Non-Exempt
Grade 14 $27,027.95 - $43,244.72

GENERAL DEFINITION

This employee performs work of a technical nature as an entry-level library pre-professional. Work is customer service oriented in nature and requires considerable courtesy and professionalism in addressing and responding to patron needs in the field of library science. Additional responsibilities include operating the library's computerized operating system. Work is performed under the supervision of a Library Associate, Librarian, the Assistant Library Director and/or the Library Director.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists library patrons with accessing materials, e.g., leisure reading, periodicals, reference materials, audio/visual resources.
- Assists library patrons in checking in and out library materials.
- Orients patrons with library services, resource locations, and the City's library policies and procedures.
- Provides patrons with general assistance regarding access to and use of library services and technologies.
- Receives requests, concerns, and inquiries from patrons; resolves personally or directs to appropriate entity.
- Shelves, re-shelves, and organizes materials, periodicals, audio/visual resources, and other library resources according to established policies and procedures.
- Performs general clerical functions to support efficient operations, e.g., filing and records management, copying materials, issuance of library cards, collecting fines.
- Runs necessary and requested reports on the computerized operating system.

- Maintains statistical reports generated from the computerized operating system.

- May assist a Librarian with various special projects.

- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of library operations, policies, and procedures.

- Familiarity with standard office technologies, e.g., personal computers, word processors, the Internet.

- Ability to work independently with limited supervision in adherence to department policies and procedures.

- Ability to establish and maintain effective working relationships with coworkers, management, patrons, and other external entities in a courteous and professional manner.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. 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 ability to stand, sit, walk, talk and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Walk up or down stairwells, ladders or steps.
- The employee must frequently lift and/or move up to 35 pounds.
- Vision ability includes close and peripheral vision and depth perception.
- Oral communications ability.

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MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED Certificate, with 2 years' experience in library patron services operations. Associate's degree preferred and may substitute for a portion of the required experience; or an equivalent combination of education, training, and experience.

I _____ have read and acknowledge receipt of the job classification.

_____   _____
Employee signature   Date