

Dolores Public Library District Job Description

Position Title: Library Assistant/Adult Programming

Reports To: Library Director

Wage Category: Full-Time Regular, Non-Exempt

Date: March 8, 2021

Position Description:

The Library Assistant/Adult Programming position performs a variety of basic library tasks, including circulation services, processing library materials, shelving and organizing the collection, greeting and assisting patrons, answering the telephone, filing, and preparing the facility for program use. The work requires a thorough understanding of how the Library is organized. This position also plans, organizes, and implements all adult programming. This position requires some evenings and weekends. The work schedule may be adjusted for programs, meetings, training, or other obligations. This position is a non-exempt position as defined by the U.S. Department of Labor, Fair Labor Standards Act (FLSA), Regulations 29 CFR Part 541. Excellent customer service, strong computer skills, an ability to perform duties effectively and accurately, and flexible scheduling are required.

Essential Functions:

Circulation

- Issues, renews, and/or discharges library materials according to established procedures.
- Processes patron registration materials according to established procedures.
- Informs the public of the Library's conduct and borrowing policies and other information.
- Assists with statistics, reports, records, logs, etc. as directed.
- Assists patrons with locating materials or information and with library equipment or device usage.
- Answers telephones and determines needs of caller. Provides basic and routine answers to questions. Refers callers to proper people and takes and delivers messages neatly and accurately.
- Participates in review and development of departmental policies and procedures.
- Maintains confidentiality in all patron and staff interactions.
- Performs other duties as assigned.

Programs

- Initiates, plans, promotes, and presents diverse and creative programs for adults.
- Develops and conducts programs for adults that encourage the use of the library facilities and materials.
- Assists in preparing the annual budget as it relates to adult services and needs.
- Assists with application and reporting processes for grants and with other reports as directed.
- Determines and purchases necessary supplies, and sets up and cleans after programs.

Collection

- Receives, screens, sorts, processes, shelves, organizes, files, cleans, and/or inventories library materials according to established procedures.
- Processes donated and weeded materials for book sales.
- Assists with selection and maintenance of the adult collection.
- Evaluates, recommends, and replaces outdated or damaged materials. Weeds the collection to keep collections current, accessible, and attractive.

Marketing

- Provides proactive, friendly service to patrons, coworkers, and the general public.
- Displays books and materials to peak interest.
- Assists with other marketing needs as directed.

Clerical

- Assists patrons with use of fax, printer/copier/scanner and understands their use.
- Assists patrons with personal computer needs.
- Performs other clerical duties and procedures as assigned.

Facilities

- Helps maintain an environment that is a source of community pride.
- Helps provide a secure environment for patrons, staff, and library materials. Takes action to deal with disruptive or problem patrons and enforces Library policies as needed.

Knowledge, Skills, and Abilities:

Knowledge

- Basic knowledge of patron needs and interests.
- Basic knowledge of print, non-print, digital, and online resources available from a wide number of sources, including publishers, the Internet, and library and vendor-based systems.
- Knowledge and support of the principles of Intellectual Freedom.
- Continuing knowledge through on-going professional development.

Skills

- Basic computer skills in a Microsoft Windows environment. Microsoft Excel experience desired.
- Basic technical skills with digital devices.
- Basic mathematical skills.

Abilities

- Ability to develop a working knowledge of the Library, its collection, and the organization and care of library materials, services, and programs to achieve the desired outcome.
- Ability to interact in a positive, effective manner with coworkers, Director, and the general public.
- Ability to adapt to multiple demands and changing priorities, to learn, and be willing to embrace change. Remains flexible.
- Ability to perform with a minimum of supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability, and timeliness in work.
- Ability to demonstrate positive, effective interpersonal relations with children, their caregivers, and other professionals who work with children to assist with children's services and programs.
- Ability to communicate effectively verbally, in writing, and by listening.
- Ability to understand and follow oral and written instructions and to follow policies and procedures.
- Ability to successfully maintain performance of assigned duties and responsibilities.

Job Qualifications:

At least one year experience working in adult programming or in a library environment, preferably a public library. Requirement may be adjusted for local factors. Must have excellent customer service and computer skills.

Education or Formal Training:

High school diploma or equivalent preferred. Must have an interest in library services and programs.

Supervisory Duties:

None.

Environment:

Work is performed in a normal public library environment, working with staff and the general public. Our purpose is to provide an environment that encourages reading and learning by all groups.

Physical Activities:

To successfully perform this job and to deal with the general public and children, the employee must be able to perceive sounds at normal speaking levels with or without correction, close visual acuity with or without correction, and have the ability to give and receive detailed information through oral communication. The employee is often required to sit and use a keyboard and mouse. The employee is also required to stand, walk, reach with arms and hands, climb or balance, and to stoop or kneel in order to locate and obtain information, materials, or equipment of a wide variety of sizes and shapes throughout the library, typically not more than 10 pounds. Must be able to grasp and turn objects. Work includes some physically challenging work such as moving furniture or boxes to storage facilities, not to exceed 50 pounds. Moving books, walking and standing for extended periods, and carrying a reasonable selection of materials between usage and storage sites is mandatory. 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.

Compliance/Other:

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the Dolores Public Library and the employee and is subject to change as the needs and the requirements of the position change.

As an Equal Opportunity Employer, the Dolores Public Library District does not discriminate on the basis of race, color, religion, gender, national origin, disability, pregnancy, sexual orientation, political party, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. For more information, please contact the Library Director.