

## CITY of AZTEC JOB DESCRIPTION

<b>Job Title:</b>	Library Assistant
<b>Department:</b>	Library
<b>Shift:</b>	Part-time 19 hrs per week, hours could be distributed Monday through Saturday as required by library staffing needs
<b>Pay Plan:</b>	GRD 7.3 @ \$14.54/hr
<b>Exempt:</b>	No
<b>Reports To:</b>	Library Director
<b>General Direction From:</b>	Library Director
<b>Position Closes:</b>	<b>Position Open Until Filled</b>

### PURPOSE & NATURE OF JOB

Performs a wide variety of general library work in technical and/or public services to assist patrons with daily operational needs of the Library, such as copy cataloging, processing, circulation and shelving library materials; performs related duties as assigned.

### ESSENTIAL DUTIES

Not all duties will apply to every position.

Provides service at the circulation desk including:

- Prepares library for opening; shuts down library securely;
- Checks materials in and out using library hardware and software;
- Greets and directs patrons to various locations or locates materials;
- Answers the phone;
- Creates and maintains patron records using library software system;
- Uses information technology to provide information to the public or explains how to use the library's technology: hardware and software;
- Receives and resolves complaints or refers public to a director;
- Collects and records fines and fees;
- Assists with special projects;
- Collects money for library fines and service fees;
- Accountable for daily deposits;
- May be assigned to plan and present, or assist with, library programs;
- May be assigned tasks in library technical service department providing services including: searching bibliographic utility as a source for marc records, copy cataloging, updating holdings information, data entry and maintenance of the community resources database; assists supervisors with special projects;
- Participates in staff meetings: discuss and resolve problems, ideas for improvement
- Keep updated on library plans and activities;

The City of Aztec is an Equal Opportunity, Reasonable Accommodation Employee.  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintains library public area in clean and orderly fashion;
- May be assigned to create or maintain displays or public bulletin boards;
- May be assigned to clean computer terminals and other general cleaning and/or organizing tasks; and
- Performs other related duties as required.

**RESPONSIBILITIES**

<b>Supervision:</b>	None
<b>Public Contact:</b>	Contact with public of all ages, including protected classes and people with disabilities.
<b>Budget:</b>	Input suggestions to library director but no responsibility
<b>Other:</b>	None

**GENERAL INFORMATION**

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. 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.

**MINIMUM JOB QUALIFICATIONS / REQUIREMENTS**

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.
- Must be detail oriented, be able to communicate effectively with the public, maintain good working relationships and maintain self control in a stressful situation.

<b>Education:</b>	High School Diploma or GED equivalent, two year degree or higher preferred in areas of Library Science, or Education
<b>Experience:</b>	Minimum one year of work experience in customer service; or successful completion of course work or training in contemporary office or library practices may be substituted for up to 6 months of the experience; or any equivalent combination of experience and training.
<b>Knowledge:</b>	Knowledge of public library services and operation. Proficiency in contemporary office and communications software and social media. Proficiency with computers and mobile devices and internet use. Bilingual language skills (Navajo or Spanish and English), verbal and written, preferred.
<b>Certificates/Licenses:</b>	None

**Recertification:** No

**Use of Tools and/or Equipment:** Highly automated information technology: software and hardware, library automation systems. Mobile technology. Multi-function copier (fax, scanner, printer copier, & USB drives). .

**WORK ENVIRONMENT**

**Physical Demands:** The Library Assistant position requires a high degree of movement from high to low: bending, lifting up to 50 pounds, and moving heavy equipment. Long lengths of time standing and walking. Mobility in hands, reaching, grasping, holding.

**Hazards:** None

**Exposures:** Duties are normally performed inside. The noise level is conducive to normal library building environment with no harmful sound levels.