



CITY OF LEON VALLEY JOB DESCRIPTION

JOB TITLE: (Part-Time) Library Assistant I

DEPARTMENT: Library

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: March 16, 2023

JOB SUMMARY:

Under the direction of the Library Director, or designee, the Library Assistant I is responsible for assisting in the areas of public services, circulation, cataloging, technical services, occasional special projects, and other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

Registers new library users and explains library policies and procedures.

Assists library users in the selection of library materials, reference guidance, and checking-out library materials to the public in pleasant and efficient manner;

Assists library users with public computers and troubleshoots minor technical problems;

Catalogs new materials;

Maintain and verify records of library materials utilizing the library automation system (Apollo by Biblionix);

Processes library materials and performs basic repairs;

Performs circulation duties such as processing online reserves and holds; sorting, locating, and shelving library materials; reading shelves for accuracy of order; and reshelving materials as needed;

Performs general library housekeeping duties such as straightening shelves and furniture; tidying public areas; and stocking supplies throughout the library;

Maintain library display tables with thematic displays of materials;

Communicate effectively with the staff, volunteers, and the general public in person, in writing, and by telephone;

Responsible for accuracy and attention to detail;

Maintain excellent contacts with governmental, public, private, and voluntary organizations and agencies concerning Library facilities, services, and programs;

Able to train volunteers in basic Library operational tasks;

Completes all paperwork promptly, legibly, accurately, thoroughly, neatly and with correct grammar and spelling;

Sits for extended periods of time while filing, answering the telephone or in-putting data into the computer;

Operates personal computer, facsimile machine, calculator and other office equipment proficiently and safely;

Interacts with public and agencies by answering and resolving complaints;

Assists in planning and gathering resources for library programming;

Must be able to read, comprehend, interpret, and have working knowledge of City codes, policies and procedures to assist others;

Effectively represent the City to the business community, residents, other governmental entities, and the media;

Effectively communicate with elected and appointed officials, supervisors, subordinates, peers, business representatives, the general public, and the media in person, in writing, and by telephone;

Use tact, diplomacy and discretion as required;

Read, write, and converse fluently in English;

Work a flexible schedule, to include evenings hours, weekends, and holidays;

Must have the ability to attend work regularly and predictably;

Must have the ability to perform the normal interactive functions of the job, and to withstand the normal stresses of the workplace; and

Read, write and understand written instructions, reports, documents;

Must possess a working knowledge of general office equipment, procedures, and operations;

Must not pose a threat to the health and safety of self or others; and

Must be able to work closely with others as part of a team.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:

Must be able to use, telephone, copier, calendar, and in a safe manner. Proficient with Windows operating environment. Must be willing to use the City's Library software to in and out process books and track library inventory.

ENVIRONMENTAL FACTORS:

Must be able to work indoors with occasional trip outside to visit other public facilities.

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
-Health and Safety Factors-				
Mechanical Hazards			N	
Chemical Hazards			N	
Electrical Hazards			N	
Fire Hazards			N	
Explosives			N	
Communicable Diseases			N	
Physical Danger or Abuse			N	
Inclement Weather			R	

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-Environmental Factors-				
Respiratory Hazards				N
Extreme Temperatures				N
Noise and Vibration				N
Wetness/Humidity				N
Physical Hazards				N

OVERALL PHYSICAL STRENGTH DEMANDS:

Must be able to lift and carry a minimum of 25 pounds; climb, kneel, squat, stoop and bend freely. Walks some distances on uneven terrain and hard surfaces. Must be able to retrieve books and materials from shelves up to 8 feet high with the aid of step stools; Must be able to maintain all physical demands illustrated in this job description and through the course of employment.

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

Must be able to sit or stand for extended periods of time while performing various tasks.

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
---	---	---	---	-----------------------------

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Site visits and communicating with co-workers
Sitting	C	at desk
Walking	O	around office environment
Lifting	F	office, supplies, books
Carrying	F	office supplies, books
Pushing/Pulling	F	office supplies, office chair file cabinet drawers
Reaching	O	for supplies
Fine Dexterity	F	While working on computer
Kneeling	F	retrieving items from lower shelves/ground
Crouching	F	retrieving items from lower shelves/ground
Crawling	N	
Bending	F	retrieving items from lower shelves/ground
Twisting	O	getting inside vehicle, getting office supplies
Climbing	F	Stairs, step stools
Balancing	R	While performing everyday task
Vision	C	Viewing computer screen, maps documents
Hearing	C	listening coworkers, residence

Talking	C	communicating with co-workers and public and on telephone
Foot Controls	R	While driving City automobile
Other (specified if applicable)		

JOB REQUIRMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Minimum of one year office, library, filing or customer service experience.
Supervision	Work has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives Immediate Direction: The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Technical Skills	Standardized Skill Requirements: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	No fiscal responsibility.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Texas Motor Vehicle License with the ability to remain eligible to drive under the City's driver evaluation program.

PRIMARY WORK LOCATION

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (See Environmental Factors)	
Recreation/Neighborhood Center			