

POSITION DESCRIPTION

Library Assistant I

Department:	Library
Grade Number:	5
Bargaining Unit:	Austin Employees Association
FLSA Status:	Non-Exempt
Reports To:	Library Director
Date:	April 2022

General Purpose

Under general supervision, this position provides customer service; and performs a variety of clerical and manual work.

Complexity

The overall complexity of this position is moderately low. While performing the normal duties of this job, there are related steps, processes, and methods that require this position to recognize clear differences in a variety of situations.

Responsibility

Supervision

General supervision is provided while performing the normal duties of this job.

This position exhibits no supervisory responsibilities.

Impact

While performing the normal duties of this job, this position relieves others in the work group of simple, repetitive tasks. The work has minimal impact outside of the immediate organizational unit.

Job Duties or Essential Functions

The essential functions of the position include, but are not limited to the following:

- Provides customer service at the circulation desk, including creating and maintaining patron accounts, checking materials in and out, collecting fines and fees and resolving patron issues; and explains library policies to patrons.
- Performs copy-cataloging and processing of materials for collection.
- Occasionally presents story time programming.
- Monitors inter-library loan materials to fill patron requests.
- Assists with library programs, including the set-up and takedown.
- Participates in staff meetings and continuing education and training opportunities.
- Assists with maintaining library collections and facilities, including identifying and removing outdated and worn materials, fixing and repair of materials and identifying routine gaps in the library's collection.

- Submits past-due accounts to collections.
- Collaborates with staff to propose ideas and offer solutions to improve services for patrons.
- Organizes and coordinates work-study, workforce and/or community service programs.
- Performs other duties as assigned

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

Minimum Qualifications

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education

Associate's Degree or equivalent training at a technical or vocational school with a focus in Library Science, Liberal Arts or related field.

Experience

Two (2) years of experience in customer service and library science.

Trainings, Certificates and Licenses

There are no minimum trainings, certificates and licenses required for this position.

Desired Qualifications

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

Education

Associate's Degree or equivalent training at a technical or vocational school with a focus in Library Science, Liberal Arts or related field.

Experience

Two (2) years of experience in customer service and library science.

Trainings, Certificates, and Licenses

There are no minimum trainings, certificates and licenses required for this position.

Required Physical Abilities and Work Conditions

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, this position may occasionally climb, balance, bend/stoop, kneel, crouch, squat, reach above shoulder level, sit, walk, lift, push/pull and carry up to 25 lbs.; and frequently stand, finger/enter data/ keystroke, feel, talk, and hear.

While performing the duties of this job, this position will use close, far, depth perception, and peripheral vision.

While performing the duties of this job, this position will use right and left hand for fine handling or manipulation.

Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.