

City of Dunedin, Florida
Class Description

JOB TITLE: Library Assistant
Library Department

GENERAL STATEMENT OF JOB

Under direct supervision, performs routine Library circulation and customer service duties in accordance with established Library policies and procedures. Performs related work as directed. Reports to the Library Manager - Circulation.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Opens and closes Library at appropriate times.

Performs circulation operations of the Library in accordance with Library goals, objectives, policies and procedures.

Checks library books and materials in and out.

Resolves issues with damaged and lost items.

Collects and processes fees and other transactions.

Checks shelves for overdue items; assists with overdue notices.

Registers new Library patrons.

Enters all pertinent circulation data into computer; updates patron database as needed.

Empties book drops; loads / unloads book carts; checks materials for damage and performs minor repairs as needed.

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Assists patrons in locating materials and in using various resources and equipment of the Library; interprets Library policies and procedures to the public.

Shelves books; alphabetizes and shelves DVDs and other materials as needed.

Receives and responds to patron/public inquiries, suggestions, requests and complaints.

Maintains department records with accuracy; prepares various reports as required.

Assists with technical assistance for mobile devices.

Handles incoming shipments of courier materials.

ADDITIONAL JOB FUNCTIONS

Performs routine clerical work as required, including but not limited to answering the telephone, typing reports and correspondence, copying and filing documents, processing mail, attending meetings, etc.

Assists with volunteers.

Sells various library items to the public.

Assists with room set-ups and meeting room items as needed.

Assists with donations, displays and department projects.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent with one year of experience in library circulation operations or general clerical/ customer service work.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

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PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies as they pertain to the performance of essential duties of the Library Assistant - Circulation. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of public library practices and procedures. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards. Is able to provide limited supervision and leadership as assigned; is able to provide effective volunteer training. Is able to offer assistance to fellow employees as necessary. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, etc. Has knowledge of and skill in the use of modern office practices and equipment.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Has knowledge of proper English usage, vocabulary, punctuation and spelling. Has the ability to speak and understand the English language.

Mathematical Aptitude: Has knowledge of basic mathematics. Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages.

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Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.


ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work involving moving from one area of the office to another and some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (up to 20 pounds); some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies. Able to stand for extended periods of time.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.


Library Director

6/3/24
Date