

City of Dunedin, Florida
Class Description

Position Title: Senior Library Assistant
Library Department

GENERAL STATEMENT OF JOB

Under general supervision, performs routine Library and customer service duties in accordance with established Library policies and procedures. Assists patrons with various library inquiries, supports the development and implementation of library services and performs related work as directed. Reports to the Library Manager in assigned area.

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 incumbent(s) of any particular position.

Provides front line customer service at library public desks.

Assists patrons in locating materials and in using various resources and equipment of the Library.

Works daily on collection maintenance including shelving books; alphabetizes and shelving other Library materials as needed.

Assists with various library programs and outreach under the direction of supervisor.

Participates in Branch library rotation and passport facility agent duties.

Shares responsibility for building supervision, opening and closing procedures.

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

Keeps track of office supplies, documents usage, and places orders as necessary.

Interprets Library policies and procedures to the public.

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

Senior Library Assistant – Circulation

Provides outreach services to homebound patrons; delivers books and other materials on rotation with library vehicle.

Trains, schedules and assists with the supervision of the work of the Library Aides. Oversees the work of volunteers and provides training as required.

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

Checks library books and materials in and out.

Collects and receipts overdue fines and other fees; checks shelves for overdue items.

Registers new Library patrons and verifies registrations.

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.

Maintains bill and change machines and prepares daily deposit.

Sells various items to the public.

Senior Library Assistant – Youth Services

Assists patrons at Youth Services Reference Desk.

Maintains youth collections, weeds, cleans and keeps materials in order.

Assists Librarians with Youth Programming.

Assists in the maintenance of exhibits, posters and displays.

Provides patrons with readers' advisory and creating bibliography sheets.

Assists with teen volunteers in the Youth Department as needed.

Utilizes collection tools for ordering of library materials.

Assists with Outreach to area schools and city events.

ADDITIONAL JOB FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

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.

In-charge of assigned area in the absence of the Library Manager and other senior staff as needed.

Oversees the work of volunteers and provides training as required.

Creates promotional and marketing materials.

Assists with area upkeep, collection maintenance and décor.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent with two years of experience in library operations.

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

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

This position is Category C for the purposes of Dunedin Emergency Management. Employees in this category may be assigned to work as variety of schedules including compulsory work periods in special, emergency and/or disaster situations.

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies as they pertain to the performance of essential duties of the Senior Library Assistant. 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 skilled in applying responsible attention to detail as necessary in preparing reports and correspondence. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands and 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: Has knowledge of and skill in the use of modern office practices and equipment. Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, etc.

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, write 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.

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 exercises independent judgement to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret various materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgement, 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 judgement in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

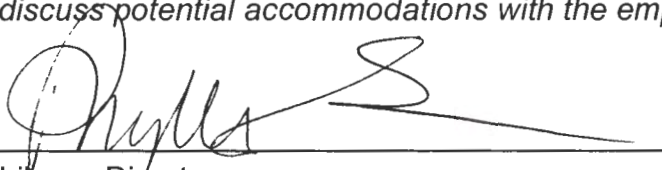
ADA COMPLIANCE

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.

Sensory Requirements: Tasks require visual and auditory perception and discrimination as well as oral and verbal communications ability.

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

1/30/2024
Date