

City of Dunedin, Florida
Class Description

JOB 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. Performs related work as directed. Reports to the Senior Librarian 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 incumbents(s) of any particular position.

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

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.

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

Share responsibility for building supervision, opening and closing procedures.

Senior Library Assistant, Library Department

Senior Library Assistant - Circulation

- Provides outreach services to homebound patrons; selects and delivers books and other materials.
- 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.
- Trains, schedules and assists in the supervision of the work of the Library Aides.
- Maintains bill and change machines and prepares daily deposit.

Senior Library Assistant – Youth Services

- Maintains youth collections, weeds, cleans and keeps materials in order.
- Assists Librarians with Youth Programming
- Assists in the maintenance of exhibits, posters and displays.
- Assist patrons with readers advisory and creating bibliography sheets

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.

Supervises in assigned area in the absence of the Senior Librarian as required.

Oversees the work of volunteers and provides training as required.

Reserves materials for patrons as needed.

Sells various items to the public.

Performs related duties as required.

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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.

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the City of Dunedin 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 a 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 any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language

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

Senior Library Assistant, Library Department

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. Is able to type accurately at a rate sufficient for the successful performance of assigned duties.

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.

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 exercise independent judgment 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 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

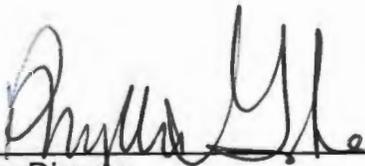
Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work involving moving from one area of the office to another and some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (up to 20 pounds); some positions require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

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

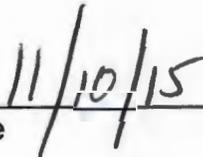
Senior Library Assistant, Library Department

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



Date