

City of Mission Job Description

Job Title: **Library Assistant**

Classification: **Non-Exempt**

Department: Library



Division

Supervisor: Associate Librarian, Area Head,
or Designee

Effective: March 13, 2008

I. JOB SUMMARY

Individuals classed as ASSISTANTS in the Reference, Children's, Circulation, Technical Services, Computer, and Business Office areas are responsible for performing all the functions of and overseeing and controlling the services of these areas. As "assistants" they are trained to, capable of, and expected to be able to perform all tasks delegated or assigned by their supervisors including functioning as the lead individual in these areas upon the absence of their supervisors/area heads whose job descriptions are herein designated part of the assistant's Essential Job Functions. These individuals may be either full-time or part-time employees and may be directly or indirectly assigned to supervise other employees. Each typically has daily contact with the public. Individuals may work during the day and/or during the evening/weekend periods and may work a shift. Each performs other duties as delegated or assigned by Supervisor or Designee.

II. EDUCATION REQUIREMENTS

- High school graduate or G.E.D. is required.
- Experience in Library settings/procedures is required.
- Certification in area systems, programming, and information technology a plus.
- Accurate typing, filing and detailed knowledge of office procedures.
- General and specialized knowledge of library materials and procedures.
- Leadership and basic management skills are required for this position.

III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Applicant must have a neat and professional appearance.
- Applicant must have a current valid class "C" drivers license from the department of public safety with no more than two (2) moving traffic violations within the past two (2) years.

IV. SKILL AND ABILITY REQUIREMENTS

- Ability to follow a firm work schedule as directed by supervisor.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.
- Ability to perform work that is routine and detailed.
- Ability to speak and write clearly and accurately (to include correct spelling).



- Ability to perform job with special attention to good public relations, safety, courtesy and professionalism.
- Ability to establish and maintain effective working relationship with the general public, supervisor, co-workers and employees/volunteers under individual's supervision.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to communicate effectively in English both orally and in writing.
- Ability to communicate effectively in Spanish a plus.
- Ability to make decisions based on available data/criteria, laws and regulations, or city policy.
- Ability to handle special projects of diverse nature as assigned.
- Ability to read and interpret documents such as safety rules and city policy procedures.

V. ESSENTIAL JOB FUNCTIONS

- Provides information, reference and reader advisory services to the public.
- Assists patrons in the public, technical, and business sections of the City's Library in accessing and obtaining information and library materials.
- Works seamlessly with computer programs, networks, and informational management systems.
- Interprets rules and assists patrons in accessing information in the library or on the Internet.
- Deals with and resolves a variety of problems with constant attention to good public service.
- Creates and maintains indexes to reference/periodical material/collections.
- Checks, shelves, and maintains all types (e.g. books, records, cassettes, kits, software, CD's, etc.) of library materials.
- Receives library material, verifies against packing slip/purchase order/invoice/etc.
- Supervisory and management skills are essential to this position.
- Enters bibliographic information into our electronic databases.
- Provides programming for children and adults.
- Oversees the activities of employees and volunteers in their assigned areas.
- Processes, sorts, shelves, locates, retrieves, maintains, charges and discharges library materials.
- Records statistics and prepares reports.
- Clears book drop, and shifts and moves library materials.
- Handles, counts, and deposits cash and verifies cash flow activities.
- Administrative budgeting and accounting knowledge and expertise.
- Develops promotional material and promotes the library inside and with outside organizations.
- Cleans library shelves, desks, restrooms, windows, and work areas.
- Picks up trash in and outside of the library.
- Follows all library rules, policies and procedures.



- Lays cable for computer network.
- Performs other duties as delegated or assigned by Supervisor or Designee.
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VI. NON-ESSENTIAL JOB FUNCTIONS

- Replaces burned out fluorescent lights.

VII. EQUIPMENT/MATERIALS

General office and safety equipment/materials to include but not limited to the following:

- Computers, CD/DVD ROM, On-line reference tools
- Software programs, Typewriter, Internet modem
- Library material collections, Copy machine, Telephone
- Fax machine, Computer mouse, Computer keyboard
- Computer printer, City vehicle, Books
- Pens, pencils, highlighters, 10 key calculator, Stapler, rulers
- Policy & procedure handbook

VIII. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Extreme Noise	X			



IX. MANUAL DEXTERITY

Both fine and gross hand manipulation is required to perform essential job functions. Fine hand manipulation is utilized to document information and to type, write, and file. Gross hand manipulation is required to grip boxes, sacks, equipment and books requiring moderate to heavy force exertion.

X. PHYSICAL DEMAND ANALYSIS

MATERIAL HANDLING ACTIVITIES

Tasks	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	C	80% of the work day is lifting a book or a stack of books.
	6-10 lbs	F	40% of the work day is lifting a stack of books.
	11-20 lbs	O	20% of the work day is lifting boxes of books and materials donated to the library.
	21-25 lbs	O	15 % of the work day is lifting boxes of material or audiovisual equipment.
	26-50 lbs	O	10% of the work day is lifting boxes of books and materials.
	51-75 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.
	76-100 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.
	Over 100 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.
	CARRYING	Up to 5 lbs	C
6-10 lbs		F	40% of the work day is shelving books.
11-20 lbs		O	20% of the work day is carrying a stack of books while shelving.
21-25 lbs		O	15% of the work day is carrying a stack of books while shelving.
26-50 lbs		O	10% of the work day is carrying a stack of books while shelving.
51-75 lbs		O	See attached Lifting, Carrying, and Push/Pulling Notice.
76-100 lbs		O	See attached Lifting, Carrying, and Push/Pulling Notice.
Over 100 lbs		O	See attached Lifting, Carrying, and Push/Pulling Notice.
PUSH/PULLING			Push/pulling of weight ranges listed below occurs over carpeted floors a distance of up to 50' requiring employee to utilize moderate to heavy force exertion.
	Up to 5 lbs	O	Less than 5% of the work day is pushing/pulling a book truck
	6-10 lbs	O	Less than 5% of the work day is pushing/pulling a book truck
	11-20 lbs	O	Less than 5% of the work day is pushing/pulling a book truck
	21-25 lbs	O	Less than 5% of the work day is pushing/pulling a book truck
	26-50 lbs	O	Less than 5% of the work day is pushing/pulling a book truck
	51-75 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.
	76-100 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.
	Over 100 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%



NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	5%-10% of the work day. Employee will engage in this activity to shelve books on higher shelves.
BALANCING		
STOOPING (bending at waist)	F	Up to 40% of the work day employee will shelve books.
KNEELING (one or both knees)	O	Up to 30% of the work day employee will shelve books, donations, and magazines.
CROUCHING (bending at hips/knees)	F	Up to 50% of the work day employee will shelve and look for books requested by patrons.
CRAWLING	O	5%-10% of the work day employee will be pulling cable and cleaning bathrooms.
REACHING	C	80%-100% of the work day employee will shelve books at below waist level and above shoulder and head level.
TWISTING/TURNING (rotation)	C	80%-100% of the work day employee will turn up to 180 degrees during shelving of materials and while checking out books.
HANDLING (manipulated objects)	F	80%-100% employee will be checking out library materials, operating AV equipment
FINGERING (finger dexterity)	C	80% - 100% employee will be manipulating library material and using business machines.
STANDING	F	80%-100% employee will be checking out library material, shelving, and returning material.
WALKING	F	70%-80% employee will be shelving books, working at counters, and helping patrons.
GRASPING (whole hand activities)	F	100% employee will be checking out library material, shelving, and attending patrons.
TALKING (ordinary talking)	C	100% of the work day employee will be talking on the telephone answering questions from the public and talking to patrons.
HEARING (conversation with others)	C	80%-100% of the work day will be hearing while working with staff and patrons.
SEEING-FOCUSING (within 20 inches)	C	80%-100% of the work day employee will be seeing general library material.
SEEING-FOCUSING (over 20 feet)	C	80%-100% of the work day employee will be observing patrons within the library to monitor proper service and management of the facility.

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%



LIFTING, CARRYING, PUSHING, AND PULLING NOTICE

Everyone should be familiar with proper lifting, carrying, pushing, and pulling techniques. If you are not, have your supervisor explain these to you. We also have videos that show how to safely lift, carry, and push or pull items.

Because of the type of material we deal with in the library environment (which includes boxes of books, magazines, etc.) there may be times when you are asked or feel you are required to lift, carry, push or pull an item of a weight in excess of 50 lbs.

What do you do to protect yourself from lifting, carrying, or pushing/pulling more than you can safely handle?

Identify the Risk

Know your own limitations, be able to recognize items which are beyond your capacity to lift, carry, push or pull safely.

DO NOT LIFT, CARRY, PUSH, or PULL THESE ITEMS

Communicate the Risk

Tell your supervisor if you ever feel that you need help in lifting, carrying, pushing, or pulling an item.

DO NOT LIFT, CARRY, PUSH, or PULL THE ITEM WITHOUT ADEQUATE HELP

If something must be Moved, Lifted, Carried, Pushed, or Pulled

It is our policy that you will NOT be asked to lift, carry, push, or pull items which appear to be beyond your capacity to lift safely. If you are asked to do so, then:

- Tell the individual asking you to do so that you need help in lifting, carrying, pushing, or pulling the item.
- Get adequate help.

DO NOT LIFT, CARRY, PUSH, or PULL THESE ITEMS WITHOUT ADEQUATE HELP

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I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Applicant Signature

Date