

FLSA STATUS	Non-Exempt	CIVIL SERVICE	No
UNION	Library	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Library	DEPARTMENT NUMBER	410
REPORTS TO (TITLE)	Assistant Library Director	JOB FAMILY	Library
PAY GRADE	3 / LIB 1, 2 or 3	DATE OF LAST REVIEW	August 2024

NATURE OF WORK
The third level in the library series provides assistance to patrons of the library and maintains resources they may need. They keep the book stacks organized by shelving books according to the making note of missing and damaged books and setting aside reserved books for library patrons. Library assistants staff the circulation desk to check out books and other resources to visitors and process any payments. They may also assist with setting up the library for events.

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Provides check-in and check-out, services at the desk for patrons. Makes new library cards updating patron information and renewing materials.
2.	Assists patrons on all devices including computers, cell phones, tablets, mobile printing, printing services, faxing and directing people to needed online services.
3.	Maintains material by selecting, cataloging, shelving, cleaning, repairing, and shelving organization. Collaborates with Assistant Director and Director on ordering or recommending material for the catalog.
4.	Answers patron's computer, phone call questions, places material on hold, receives payments, directs patrons to materials.
5.	Assists with planning and administering Library programming, including genealogy.
6.	Performs basic technology troubleshooting for library equipment.
7.	Assists with Inventory checks and supply counts
8.	Ensures patron compliance of all policies and procedures through effective communication and enforcement

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
<u>N/A</u>

SUPERVISORY RESPONSIBILITIES
Does not officially supervise other employees.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

Associate degree or two-year technical certificate
 AND
 Two (2) years' experience library work
 OR
 An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

LICENSING / SPECIAL REQUIREMENTS

N/A

SKILL / ABILITIES REQUIREMENTS

- Ability to maintain collection
- Problem solving
- Research skills
- Organizational skills
- Ability to prioritize patron relations and other duties
- Basic cataloging skills
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction;
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).

PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)

CLASSIFICATION HISTORY

DATE	COMMENT
August 2023	Draft prepared by KG
December 2023	Updated per PDQ by BC
August 2024	Updated per departmental feedback by BC

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT	
I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.	
Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.