

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	2 / LA1, 2 or 3	DATE OF LAST REVIEW	August 2024

NATURE OF WORK

The second level in the Library series possesses a working knowledge of the library's automated system including but not limited to: check-in/checkout procedures, registration of patrons, placing holds, payment of fines and fees and assisting patrons with the public access computers. Other duties include shelving materials, maintaining stacks, keeping circulation desk in order, shifting materials as assigned and repairing materials. May be called upon to assist in processing new materials, special programming and policy enforcement. Other duties may be assigned. Part-time employees will average 20 hours per week.

DUTIES / RESPONSIBILITIES *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)*

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, and directing people to needed online services.
3. Assists with library programs.
4. Shelves materials and make sure the material is in the proper place.
5. Answers patron's computer, phone call questions, places material on hold, receives payments, directs patrons to materials.
6. Maintains records and sending overdue notices
7. Ensures patron compliance of all policies and procedures through effective communication and enforcement

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to assist Library Administration may be additionally responsible for:

- Accounting and record keeping
- Weekly bank deposits
- Supply requisition
- Assisting in specialized signage for the library using Cricut machine

SUPERVISORY RESPONSIBILITIES

Does not officially supervise other employees.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

High School Diploma or equivalent (G.E.D.)

LICENSING / SPECIAL REQUIREMENTS

N/A

SKILL / ABILITIES REQUIREMENTS

- Time management
- Ability to complete task on list
- Knowledge of where materials are in the library
- Basic alphabetizing 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).

PHYSICAL REQUIREMENTS

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

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

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
November 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.