

## ***CITY OF INDEPENDENCE***

### *Job Description*

**Position:** Library Assistant

**Supervises:** NA

**Department:** Library

**Employee Status:** Part-time Regular

**FLSA Status:** Non-Exempt

**Gives work direction to:** NA

**Reports to:** Library Director

**Revision Date:** June 2016

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### **POSITION SUMMARY**

At will public service position and reports to the Library Director. Entails involvement in a wide variety of library activities. This position requires extensive general knowledge of the library and its services. Performs a wide variety of services such as assisting with: reference and information needs, circulation desk duties, programs for children and adults, filing, organizing, and other duties as assigned.

### **ESSENTIAL JOB DUTIES**

- Assist patrons at the circulation desk, in finding materials, and work with returned materials appropriately.
- Assist patrons with reference and information needs. Provide assistance to the public in finding and using information. Assist patrons in using the computers and applications, including the Internet.
- Reserve materials, notify patrons when reserve materials are available, handle interlibrary loan requests and materials.
- Assist in children's and adult programming. Assist with preparing materials, promote when working with patrons, set up before programs, and clean up after programs.

### **INCIDENTAL JOB DUTIES**

- Responsible for maintaining orderliness of library by picking up and reshelving materials
- Process new books and periodicals
- Responsible for minor repair of books and materials
- Perform opening and closing activities
- Process new library cards
- File and organize vertical file documents and periodicals.
- Other duties as assigned

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Must enjoy working with people of all ages and be pleasantly interruptible.
- Ability to establish and maintain effective working relationships with coworkers and members of the general public.
- Ability to prioritize work, produce a quality work product within strict time lines and handle multiple tasks.
- Possession of basic technology skills with various devices, software, and the Internet as well as ability to learn additional technology skills quickly.
- Ability to communicate well in writing and speaking.
- Must be self-motivated with the ability to work with a minimum of supervision.

## **ENTRY REQUIREMENTS**

**Education/Training:** High school diploma. Bachelor's degree preferred. Iowa Public Library Certification preferred.

**Work Experience:** An equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position. Experience working in a library is preferred.

**Required licenses, registrations and certifications:** None

**Required drug testing:** Pre-Employment

**Residency requirement:** None

**Other testing required:** None

## **WORK ENVIRONMENT**

See Essential Functions Job Analysis.

## **HOURS OF WORK**

Hours depend on open library hours, employee schedules, and work required; may require evening and weekend hours. There are no guaranteed number of hours per week or month.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
3. The Library Director/Library Board reserves the right to reassign job duties or combine positions at any time.
4. The City of Independence and the Independence Public Library, as a city department, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

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Employee's Signature

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Date

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Library Director's Signature

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Date

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Mayor or Designee's Signature

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Date