

ORGANIZATION:	City of Sherwood	DATE: 2014
LOCATION:	Sherwood, Oregon	
DEPARTMENT:	Community Services Division / Library	
FLSA STATUS:	Non-Exempt	
JOB TITLE:	Library Assistant I – Pay Group 3	

PURPOSE OF POSITION:

Perform various duties within the Library requiring general knowledge of library operations, primarily in the circulation area, but including: readers’ advisory, ready reference, technical services, and children’s services.

ESSENTIAL JOB FUNCTIONS:

Staff the circulation area, which includes checking Library materials out and in; collecting fines/fees; answering telephone; issuing library cards/forms/applications; reviewing returned materials for damage; and, arranging materials for reshelving. May prepare the library for opening and/or closing.

Perform paraprofessional library duties such as loans within the regional cooperative library service, searching data base, ordering materials, receiving and logging in order, notifying patron, and returning order to lending library; etc.

Prepare materials for circulation, including stamping books, taping spines, typing spine labels, applying covers, preparing video and audio cassettes, and updating lists.

Provide limited ready reference services for the public. Respond to inquiries from the public regarding use of the library and equipment. Explain use of facilities and equipment, such as public access computers, photocopy machine, etc.

May perform other duties as assigned.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Provide assistance to other staff as workload and staffing levels dictate. Perform various clerical tasks in support of library operations, e.g. data entry and review of same by others, mail sorting, photocopying, typing, completing reports, publicity, ordering supplies, etc. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Customer service experience. Knowledge of research methods and materials, online catalog search methods, general library operations, operation of PC computers, data entry and other standard office equipment, alpha/numeric sorting methods, and cash handling. Equivalent to high school education supplemented by additional coursework in general academic areas and six months library experience, or any satisfactory combination of

experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: None.

DESIRABLE REQUIREMENTS: Previous work experience in a public library organization with automated library systems. Proficiency with the Polaris ILS in the Washington County Cooperative Library Services (WCCLS) environment is preferred. Familiarity with a broad range of literature and information sources. Experience learning changing technologies.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as magazines, files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Usual library working conditions. The noise level in the work area is typical of most library environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED:

Works under the general supervision of the Supervising Librarian.