

**CITY OF ALVA
JOB DESCRIPTION**

TITLE:	Seasonal Part time Library Assistant
DEPARTMENT:	Library
REPORTS TO:	Library Director
FLSA STATUS:	Non-Exempt
GRADE:	3
SALARY:	10.27 – 14.22 per hour

NATURE OF WORK

The person in this position will perform a variety of tasks that maintain the orderly flow of daily business. The typical work week will be 15-20 hours a week. The position requires multi-tasking in a number of areas of library operation including circulation, technical services and administration of desk duties. The person will be assigned to assist in the youth library for a majority of the time. The position will include working directly with elementary and middle school children. The position will include helping students with digital devices. Seasonal position will run through May 2022.

ESSENTIAL JOB FUNCTIONS

- Meet and communicate effectively with library patrons and the public. Meet the needs of patrons by providing comprehensive service including circulation desk duties and assisting patrons in locating library materials and in the use of all library services.
- Become familiar with library facility, materials, and services. Assist with upkeep and maintenance of materials, equipment and facility.
- Shelve print and non-print materials when needed.
- Maintain patron privacy and confidentiality according to library policies and Oklahoma statutes. Follow internal and public policies of the library.
- Learn library classifications and arrangements as well as possess a working knowledge of the Dewey decimal system.
- Understand and follow oral and written instructions and accept responsibility and supervision.
- Availability to work a flexible schedule which will including one Saturday morning a month. The majority of the work hours will be in the afternoon until 5:00pm.
- Have a working knowledge of basic computer programs including Microsoft products, the ability to operate computers and other digital devices.

EDUCATION, TRAINING, AND EXPERIENCE REQUIRED

Minimum requirement - High School diploma. postsecondary training or education preferred. Experience working with the public is required. Must have experience in using computer programs, knowledge regarding touch screen devices and various social media platforms.

Experience in working with youth and knowledge of children's literature is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work with children and adults of varied backgrounds.
- Cooperates as a team member with all Library personnel in performing any professional or nonprofessional duty essential to the achievement of efficient library operations.
- Ability to speak and write effectively.
- Must be self-motivated and able to exercise initiative and independent judgment.

PHYSICAL/MENTAL REQUIREMENTS

- Sitting, kneeling, standing, walking, climbing stairs and stooping.
- Talking and hearing: using the telephone.
- Far vision at 20 feet or further: near vision at 20 inches or less.
- Lifting and carrying up to 50 pounds.
- Handling, processing, reading, and shelving books.
- Keyboarding, writing, and filing.
- Pushing and pulling objects weighing 60-80 pounds on a book cart.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS

Work is typically indoors.

Employee must attend City training and follow training guidelines. This includes following correct procedure while cleaning up various body fluids due to illness or injury in the workplace.