

**CITY OF ALVA
JOB DESCRIPTION**

TITLE:	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 25 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 at least 50% of the time. The position will include working directly with elementary and middle school children, and the person may be asked to organize, plan and conduct programs with the support of other library personnel. The position will include helping students with digital devices and possibly promoting the library programs using various social media platforms.

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 include one Saturday morning a month.
- Have a working knowledge of basic computer programs including Microsoft products, the ability to operate computers and other digital devices.

- Help plan and implement library programming for adults and youth.

EDUCATION, TRAINING, AND EXPERIENCE REQUIRED

Minimum requirement - High School diploma. Associates or Bachelor degree 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.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED

- Will be certified as a support staff Public Librarian within two years of hire date as set forth in the Oklahoma Certification Manual for Public Librarians by the Oklahoma Department of Libraries. Classes taught in workshop format or online by library professionals
- Valid driver's license.

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.
- Mobility: travel to meetings and programs outside the library.

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.