



## Job Description

### Library Assistant

Pay Grade: G02

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**Employment Status:** Part-time

**FLSA Status:** Non-exempt

**Experience Required:** None

**Minimum Education Requirements:** High School Diploma or G.E.D.

**Department:** Recreation.

**Direct Supervisor:** Library Manager.

**Supervisory Responsibility:** Direct (x); Indirect (x)

**Primary Work Location:** Works inside in an office setting.

**Certification:** Valid State of Florida driver's license.

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**Job Summary:** Performs para-professional work that follows well established procedures in support of the library system.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Attend circulation desk and operate circulation system.
- Answer routine questions and provide directions.
- Assist the patron with forms and applications.
- Accept fines, fees, donations, and issues receipts.
- Register patrons in accordance with standard procedures.
- Coordinate volunteer workers.
- Identify items that need to be removed from circulation.
- Monitor patrons to reduce theft and enforcing policy compliance.
- Process routine complaints.
- Send overdue notices to patrons.
- Receive and make telephone calls to patrons.
- Shelf and check out books.
- Maintain statistics on library services and programs.
- Perform routine clerical work such as entering data into a computer.
- Access, input, and retrieve information from a computer.
- Respond to requests, complaints, and questions by the public on a daily basis.
- Manage social media for library events and calendar.
- Process passport applications.
- Process interlibrary loans.
- Perform other job duties as assigned.

### Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:



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#### **Knowledge**

- Principles and methods of professional library service.
- Library organization and operations.
- Dewey Decimal System.
- Library automation procedures and practices.
- City's functions, policies, and procedures.

#### **Skills**

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

#### **Abilities**

- Make arithmetic computations and tabulations accurately and with reasonable speed.
- Learn assigned tasks readily and to adhere to prescribed routine.
- Meet and deal courteously with the general public.
- Think on your feet and make quick decisions when dealing with patrons in a public building.
- Input and access data from a computer.
- Type at the prescribed speed.

#### **Physical Demands**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.



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- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date