

CITY OF UNALASKA

Position Description

Job Class: Non-Exempt	Job Title: Library Assistant
Supervisor: Librarian	Department: PCR
Wage Grade: A12	Full Time/Part Time: Part Time
Probationary Period: 6 Months	Union: IUOE Local 302
DEPARTMENT REVIEW	
Submitted By/Date: Karen Kresh/5-13-2015	
Reviewed By/Date: Kelly Stiles/5-14-2015	
HR Approval/Date: Kelly Stiles/5-14-2015	

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview, successful completion of pre-employment drug screening and reference/background check.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **07-2004**

What is the overall purpose and objective of this position (why does this position exist)?

This position provides routine clerical, secretarial and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, and bookkeeping. Shelve and check-out circulating materials, aid the public in use of Library Collections and computers.

Explain the level of supervision received: **Receives direct supervision from the**

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Librarian.

Explain the level of supervision this position exercises: **None**

POSITION DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

1. **Receives the public and answers questions; responds to inquiries and refers, when necessary, to appropriate persons.**
2. **Processes facility memberships and program registrations.**
3. **Answers central telephone system and routes callers or provides information as required.**
4. **Serves as cashier including receipting of payments along with posting monies to appropriate accounts.**
5. **Instructs public in computer use.**
6. **Operates general office equipment.**
7. **Shelves and checks out circulating materials.**
8. **Accepts and processes Passport Applications.**
9. **Provides Notary services to the public.**
10. **Prepares and presents library programs and displays**
11. **Assists the Librarian with development and management of the library collection.**
12. **Other duties as assigned.**

Does this position have access to confidential information? Yes No If yes, please provide detail. **Library patron and circulation records.**

Does this position have access to or handle City funds? Yes No If yes, please provide detail. **Collecting fines, fees, and making change.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes No If yes, please explain. **This position receives the public and answers questions; responds to inquiries and refers, when necessary, to appropriate persons.**

What are the minimum qualifications necessary for this position?

- **High School Diploma or G.E.D. equivalent.**
- **Experience working in a professional office.**
- **Experience working with the public.**
- **Valid Alaska Drivers License or the ability to obtain one within 90 days of employment and prior to operating a city owned vehicle.**
- **Current Notary Certificate or pass Notary exam within 90 days of**

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employment.

- **Other combinations of education or experience that could provide the knowledge, skills, and abilities will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- **Two or more years of experience working in a professional office.**
- **Previous library experience.**

List any necessary knowledge, skills, necessary training, and abilities to qualify for this position:

- **Ability to work effectively with the public in a courteous, efficient, and professional manner.**
- **Ability to establish and maintain productive working relationships with City of Unalaska officials, staff, and the public.**
- **Ability to learn and implement multiple department policies and procedures.**
- **Must have strong organizational skills.**
- **Ability to maintain professionalism under pressure.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- **Knowledge of office practices and procedures.**
- **Ability to use basic office equipment including, but not limited to: fax machine, multi-line phone, adding machine, typewriter, and copier.**
- **Knowledge of general record keeping and filing systems.**
- **Must be proficient in a Windows environment, including Word, Excel, Outlook, and database software.**
- **Must be able to operate a motor vehicle.**

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	o
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	X

Describe the requirements of this position which make these factors important:

The ability to receive the public and answer questions in a business like manner; research and answer questions using the library collection and in-house research tools.

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for Library Assistant PT JD

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this position? If so, please provide detail: **As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work and will be subject to future periodic drug and alcohol tests on a random basis without advance notice.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **Current Notary Certificate or pass Notary exam within 90 days of employment. All required certifications and licenses must remain current for the duration of employment.**

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted(i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes X No If yes, please explain: **Hours each week are set by library operational needs and require non-traditional work hours.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

1. Strength			
a. Standing	X	80% of time	Receiving the public, accessing the library collections, and shelving books.
Walking	X	10% of time	
Sitting		X	
b. Lifting	X	25 lbs.	Shelving materials above the workers head.
Carrying	o	lbs.	Moving materials on book shelving carts.
Pushing	X	100lbs.	
Pulling	X	100lbs.	Moving materials on book shelving carts.
2. Climbing	X		Uses short step stool to shelve books.
Balancing	X		Lift light loads above head when shelving books.
3. Reaching	X		

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Handling	<input type="radio"/>	
4. Stooping	<input checked="" type="checkbox"/>	
Kneeling	<input checked="" type="checkbox"/>	
Crouching	<input type="radio"/>	
Crawling	<input type="radio"/>	
5. Speaking	<input checked="" type="checkbox"/>	Answers central telephone system and route callers or provide information as required.
Hearing	<input checked="" type="checkbox"/>	
6. Seeing	<input checked="" type="checkbox"/>	Serves as cashier including receipting of payments along with posting monies to appropriate accounts.
Depth Perception	<input type="radio"/>	
Color Vision	<input type="radio"/>	

HISTORY SUMMARY

7-2001	Removed "Department Head" and changed to "Director" approval on page 1. Included probationary period on page 1. Removed percentages from job duties on page 2. Included current drug testing language. Added history summary page.
07-2004	Put JD in newest format. Improved language in job requirements, preferred qualifications, etc.
5-2015	Improved language in job requirements; added clarification concerning job duties