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12/17/09

JOB DESCRIPTION CITY OF JACKSONVILLE, ALABAMA	DL AMENDMENT
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LIBRARY ASSISTANT

DESCRIPTION

This is advanced public, clerical, &/or bookkeeping work involving complex & varied duties in the city library.

Employees in this class are assigned varied tasks involving the application of detailed procedures, regulations, & policies for the operation of the city library. Employees are expected to perform duties following well established procedures & to independently & accurately accomplish tasks associated with patron interaction, information gathering, accounts & billing, varied record keeping (patron & collections), collection development, &/or library programming. The work includes operation of computers in accessing information; receiving, accounting, documenting activities; processing & compiling reports; & inventory. The repetitive work is performed with minor supervision & employees are expected to be capable of resolving most of the unusual & difficult problems. The work is reviewed & checked daily through internal controls & discussions. Employees will supervise all other staff in the absence of Director & library assistants with more seniority.

EXAMPLES OF WORK PERFORMED

(All duties listed may not be found in each position, nor does the list include all tasks which may be assigned to positions in this class.)

- Work the circulation desks:
 - Aid patrons in accessing information in books, in the computer catalog, on the
 - Check in/out books & related materials
 - Take requests for reserve books
 - Receive fines, lost item payments, deposits, & donations
 - Issue library cards & Alabama Virtual Library card to patrons
 - Send out overdue notices
 - Call reserves
 - Explain & advise public of policies & procedures
 - Resolve problems & complaints


- Oversee a department/area of operation (children's room' circulation/reference; or acquisitions/processing):
 - Supervise aides, students, & volunteers
 - Train new staff in daily operations

Maintain collections, including shelving, straightening, & weeding
Perform data entry for purchases, account payable
Order supplies, books, AV, periodicals, equipment, etc.
Track orders & maintain financial records
Process books, audiovisual materials, periodicals
Process interlibrary loans & maintain records of ALL orders
Manage & maintain library automation system
Prepare computer-generated daily, monthly, & yearly reports
Copy catalog
Originate, prepare, & conduct library programs, including weekly story times,
monthly program, Summer Reading Program
Contribute to website, newsletters brochure information

- Teach classes on use of Alabama Virtual Library, Internet, computer catalog, other common databases as requested
- Attend select workshops & classes given by Alabama Public Library Service, JSU, & others.
- Operate computer, printer, copier, fax, calculator, typewriter, VCR, die cut, camera, camcorder, data projector, microform reader/copier, overhead & opaque projectors.
- Oversee opening/closing the library
- Work some irregular open hours, i.e., evenings, Saturdays
- Aid patrons in History Room
- Supervise the public in the storm shelter
- Perform related work as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES


- Knowledge of the policies & mission of the public libraries
- Considerable knowledge of office practices & procedures including computers
- Considerable knowledge of arithmetic & basic bookkeeping principles
- Knowledge of current reading materials, formats, & public interests
- Knowledge of business English, spelling, & alphabetizing
- Skill in typing accurately
- Ability to receive & deal with the public, advise the public, resolve complaints, & to maintain effective working relationships with other employees & the public
- Ability to understand & follow oral & written instructions
- Ability to assign work to other employees & to effectively follow-up & evaluate

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- work assigned
- Ability to learn/use the Library of Congress classification system
 - Ability to learn/use the library's automation system, internet, & various software
 - Ability to explain database & information searches to individuals & small groups
 - Good general intelligence

QUALIFICATIONS:

Graduation from a standard senior high school or GED; college English, library science courses(s) desirable; considerable experience in library work, education, or financial record keeping preferred.

Must possess a valid driver's license and a driving record suitable for insurability.



AMENDED BY CITY COUNCIL NOVEMBER 23, 2009 TO REQUIRE VALID DRIVER'S LICENSE ONLY.
(REMOVED STATE OF ALABAMA) APPROVED CSB 12/7/09

