



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Library Assistant I	Position Control No: XX-XX-XX-XX
Classification-Series: Adult Circulation Desk	FLSA Status: Non-Exempt, Regular PT
Occupational Grouping: Non-Professional Library Work	Union - Grade: DMEA - 11
Organizational Unit: Public Library	Primary Job Location: Public Library, Locust Street

JOB SUMMARY: Performs non-professional library work at the library's adult circulation desk.

ACCOUNTABILITY: Works under the general supervision of the Library Director and Assistant Director and under the direct supervision of the Circulation Librarian. Reviews work for effectiveness and who provides consultation on policies, procedures, programs and problems. Duties are performed independently, using discretion and own technical judgement.

SUPERVISION EXERCISED: May provide direct supervision of library pages or volunteers.

TYPICAL EQUIPMENT USED: Computer, telephone, barcode scanners, terminals, and printers.

TYPICAL WORK ENVIRONMENT: Inside: 100% Outside: 0%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Check library materials in and out, collects fines, and handles renewals and holds.
2. Registers new adult, business and out-of-town borrowers and explains library policies and patron services to new patrons.
3. Answers all incoming telephone calls and transfers calls to various departments.
4. Is skilled and comfortable in explaining library rules and procedures to patrons, especially regarding: a) borrowing privileges, b) loan periods for all library materials, c) the library's fines and fees structure, d) use of online and CD-based electronic databases, e) use of library equipment such as computers, printers, copiers, microfilm and microfiche machines, and f) use of the internet.
5. Is able to aid patrons with ready-reference questions, with locating library materials in the stacks, with periodical searches, and with readers' advisory questions about recommended titles to read.
6. Answers directional questions and provides guidance in the organization of materials within the library.
7. Teaches individual patrons how to search in the DoverNet online public access catalog (OPAC), in Searchbank (a web-based periodical index), and how to use other CD-ROM tools and reference resources.
8. Is able to login and logoff patrons using the internet, maintain the appointment schedule books for each public internet workstation, and give basic internet instruction to beginners.
9. Schedules use of the two public meeting rooms at the library, as well as use of the museum passes, the typewriters and the public "personal productivity" computers.
10. Re-shelves various library materials such as audios, videos and new books.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required.</p> <p>CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required.</p> <p>REACH: -above shoulder height: Rarely required. -at shoulder height: Occasionally required. -below shoulder height: Occasionally required.</p>	<p>PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Not required. SQUATTING: Rarely required. KNEELING: Not required. CROUCHING: Rarely required. CLIMBING: Rarely required. BALANCING: Not required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.</p>
--	---

DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: 2 hours Stand: 1 hour Walk: 1 hour</p>	<p>TOTAL HOURS: Sit: 5 hours Stand: 2 hour Walk: 1 hour</p>
---	---

COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Not required.</p>
--

TYPICAL WORK SURFACE(S): Standard office desk and chair; service counter; tables; computer work stations; carpet, tile, concrete and wood floors.

TYPICAL CONTROLS & EQUIPMENT: Key board/pad, computer mouse, electronic controls.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to copier and printer toner.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Demonstrated ability to read and write basic English. Working knowledge of English spelling and grammar. General knowledge of computer hardware and software and familiarity with online searching. Ability to understand and follow oral and written instructions, ability to follow through on assignments accurately. Considerable experience in public contact or public service work. Ability to maintain effective working relationships with colleagues, the general public, other City departments and personnel, and the ability to deal with service problems courteously and tactfully. Public Library experience helpful. Good working knowledge of literature and authors. Knowledge of currently popular titles and reading trends. Familiarity with the Internet and search techniques. Experience with an automated circulation system and knowledge of Windows and MS Office desirable.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High school diploma required, as well as an avid interest in books, reading and information technology. Previous library experience highly desirable. College degree preferred for all Library Assistant I positions.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input checked="" type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Work may require standing for long periods of time.

Classification Established:
Job Description Developed: