JOB OVERVIEW

Job Title: Library Assistant
Department: Library
Location: 300 N Denton
Reports To: Librarian
FLSA Category: Non-Exempt
EEOC Category: Administrative Support
Pay Group: 18
Pay Range: $37,044 - $53,706

GENERAL JOB DESCRIPTION

To assist patrons in using library resources and materials. Answers patron questions and performs circulation desk duties including issuing library cards, checking materials in and out, shelving materials, generating overdue letters, collecting fines and handling complaints. Managers library materials including cataloguing, culling, and organizing inventory. Plans, promotes, and implements the summer reading program and performs routine clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Responds to requests for library materials, services, and information.

Assists patrons in completing requests for materials not available in the local collection.

Provides basic reference services, using printed materials, automated databases, and other library technologies.

Assists patrons in the use of library equipment including microfilm reader/printers, computers, print management and PC reservation systems.

Instructs patrons in basic internet usage, CD-ROM, and other automated services.

Performs a variety of paraprofessional duties which include creating a variety of documents, entering information into a computer, and maintaining files and records.

Operates a variety of office and/or audiovisual equipment including a computer, typewriter, telephone system, copy machine, facsimile machine, projectors, and other related equipment.
Assists in the preparation and maintenance of displays and exhibits.

Supports seasonal and on-going programs and activities including adult and children’s programs.

Responds to inquiries and complaints regarding circulation services and patron problems concerning the operation of the library system.

Creates and maintains patron data files.

Performs general circulation duties.

Interprets, applies, and explains library policies and procedures to the public.

Assist with coordinating and creating monthly community programs that increase library awareness.

Assist with identifying technology needs and make recommendations.

Assist with social media marketing.

Performs other duties as assigned.

**EDUCATION & EXPERIENCE**

High School Diploma or GED

Some college course work in Library Science

Two (2) years of municipal library experience, or an equivalent combination of education, training, and experience.

**LICENSES & CERTIFICATES**

Possession of a valid driver’s license.

**KNOWLEDGE, SKILLS & ABILITIES**

**Knowledge in:**

Modern professional library principles, practices, and procedures.

Reader interests and needs, and of books and authors.

Library programming standards.

Research and information gathering systems and methods.

A variety of information database systems.

Conducting Internet searches.

Organization and structure of the library.
Other information and library resources.

Skill in:

Attention to detail in dealing with number, words, and ideas.

Analytical Thinking

Sound Judgement

Ethics

Identifying problems and reviewing related information to develop and evaluate options and implement solution.

Use of computer systems and various software programs including an integrated library system (ILS) to access appropriate information such as timesheets, email, work-related and/or information.

Ability to:

Work well with a varied population: This position demands regular engagement with patrons, city boards, professional groups, and other library personnel, thus it is essential that you enjoy working with people. Also necessary are perseverance and patience.

Knowing current social media platforms and those that the city has approved.

Work unsupervised and independently.

Project management and presentation skills

Adhere to assigned schedule and adjustments to schedule.

Communicate clearly and effectively, both orally and in writing.

Use computers and applicable software.

Provide excellent customer service to internal and external customers.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

Establish and maintain effective working relationships.
The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.