

City of Fort Worth, Texas Job Description

Classification Title	Library Assistant		
Job Code:	TC5310	Job Family:	Technical/Para-Professional
Pay Grade	507	Date Reviewed:	07/17/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs a wide variety of clerical, customer-service-related, technical and paraprofessional library work. Performs library services, technical and paraprofessional work in support of various sections of the library. Provides general information and assistance to library patrons.

ESSENTIAL DUTIES & 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.

1. Responds to requests for library materials, services and information. Assists patrons in completing requests for materials not available in the local collection.
2. Provides basic reference services, using printed materials, automated databases and other library technologies.
3. Assists patrons in the use of library equipment, including microfilm reader/printers, computers, print management and PC reservation systems.
4. Instructs patrons in basic Internet usage, CD-ROM and other automated services.
5. Performs a variety of paraprofessional duties, which includes creating a variety of documents, entering information into a computer and maintaining files and records.
6. Operates a variety of office and/or audiovisual equipment including a computer, typewriter, telephone system, copy machine, facsimile machine, projectors and other related equipment.
7. Assists preparation and maintenance of displays and exhibits. Supports seasonal and on-going programs and activities, including adult and children's programs.
8. Responds to inquiries and complaints regarding circulation services and patron problems concerning the operation of the automated library system.
9. Creates and maintains patron data files. Assists in registration of new patrons and determine appropriate patron category and residence eligibility.
10. Performs general circulation duties.
11. Interprets, applies and explains library policies and procedures to the general public.

12. Orders and catalogs books, periodicals and other printed materials. Works with vendors to resolve materials or invoice problems.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Basic library services and functions.
 - Principles and practices of effective and efficient patron services.
 - Wide general subject knowledge, or subject knowledge in assigned subject unit.
 - Knowledge of search strategies.
 - Operation of audiovisual and/or office equipment.
 - Basic methods and techniques used to catalog library materials.
 - Basic methods and techniques of library circulation.
- **Skill in:**
 - Making observations.
 - Prioritizing work activities.
 - Making sound decisions and using good judgment.
 - Customer service.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Provide a wide variety of public services to library patrons.
 - Assist patrons in locating library information.
 - Perform data input.
 - Respond to requests and inquiries from the general public.
 - Establish and maintain working relationships.
 - Perform a variety of clerical work.

MINIMUM JOB REQUIREMENTS

Bachelors' degree and no prior experience is required.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.