



## Job Description

<b>Title:</b> Library Assistant	<b>Department:</b> Library
<b>Reports To:</b> Library Director	Non-Exempt/Hourly
<b>Safety Sensitive:</b> Yes	Part Time 19.5 hrs./week
<b>Last Edited Date:</b> 11-8-2023	<b>Approved Date:</b>
<b>Classified:</b> Yes	<b>Starting Pay:</b> \$

### Purpose

Under general supervision, provides a high level of customer service to library patrons, including computer and internet instruction, processes and catalogues library material, checks material in and out of library, prepares library material for disposition and participates in Library related outreach programs.

### Essential Functions

Essential functions may include any of the following tasks, knowledge, skills, and other characteristics. The following list is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Maintains patron service by responding to reference inquiries, checks library material in and out, assists in the identification of collection needs and cataloging library material, shelves material, updates catalog database, and provides assistance and instruction in the use of library computers including word processing, and other computer programs, and the Internet. Performs outreach and participates in Library programs. Assists with grant research to fund library projects. Assists with the training of volunteers in library operations.
- Performs a variety of routine duties and library operations including reading shelves, cleaning and straightening shelves and work areas, preparing materials for disposition including shelving, storage, or discard, collects overdue fines, and assists with general clerical duties.
- Applicants will need to acquire a good general understanding of what services the community offers, and where to refer people to get answers to their questions and responses to their problems or inquiries. Must maintain good public relations.
- Performs other work-related assignments as required.
- All other duties as assigned and required.

### Requirements

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



### Required Knowledge and Skills:

- Knowledge of State of New Mexico regulations and administrative guidelines relating to library operations.
- Knowledge of grant application procedures and administrative requirements.
- Knowledge of City of Moriarty policies and procedures.
- Knowledge of computer hardware and software and basic instructional techniques on the operations of library systems.
- Knowledge of effective library collection management and fundamental principles of supervision.
- Skill in reading, interpreting, understanding, and applying New Mexico regulations and administrative guidelines, and City of Moriarty Policies and Procedures.
- Skill in the application of the fundamental principles and standards of library management and supervision.
- Skill in working with the public, establishing, and maintaining cooperative working relationships with department staff, other City departments, and community agencies.
- Skill in communicating effectively orally and in the development of written documents, reports, and financial information.
- Skill in identifying and applying for grants and the establishment of procedures for the library operations.
- Skill in the use of computer hardware and software and the application of basic instructional techniques on the operations of library systems.

### Education, Experience, Work Experience, Certifications and Licenses:

- A High School Diploma, or equivalent, and one (1) year experience in the field of office and/or library administration, or related field.
- A valid NM driver's license is required.
- Some knowledge of the principles and practices of library systems and programs; knowledge of library circulation or processing techniques; working knowledge of library classification systems; working knowledge of basic office procedures.
- Ability to accurately maintain library filing systems; accurately classify and catalog library materials; establish and maintain effective working relationships with patrons, co-workers, supervisors, and the general public.
- Skill in operation of and assisting patrons with instruction in computer programs to include Word, Excel, PowerPoint, and the Internet.
- Ability to maintain composure when handling complaints from patrons and/or dealing with a difficult situation.
- Skill in communicating orally and in writing utilizing the English language. An ability to speak Spanish is helpful.
- Knowledge of State of New Mexico regulations and administrative guidelines relating to library operations.\*
- Knowledge of City of Moriarty policies and procedures.\*



\* ***Must have satisfactorily acquired by the end of the probationary period***

Environmental Factors, Work Conditions and Physical Requirements:

- Work is performed primarily in internal environments with occasional exposure to inclement weather, and varying temperatures.
- Works requires regular and punctual attendance, as well as attendance at meetings and special events outside the normal work schedule.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving, and lifting objects up to 40 lbs.
- Work requires the ability to speak, hear, touch, and see.

Additional Special Qualifications/Requirements:

- A valid driver's license and insurance is required.
- Must have a flexible work schedule, including evenings and weekends.

Tools and Equipment Utilized:

- Special Equipment includes computerized and conventional office and library equipment, and motorized vehicle.

I attest that I can do the essential functions and meet the requirements of this job description.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date