



CITY OF MESQUITE

JOB DESCRIPTION

JOB TITLE: Library Assistant I-Technical Services

JOB NO: CL024115

JOB FAMILY: Clerical

FLSA: Non-Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To provide general clerical support to the Technical Services area of the library; and to provide effective and efficient public service assistance to the public.

SUPERVISION

General supervision is provided by the Library Services Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Enter and verify a variety of data into the computer system.
3. May maintain and update inventory records.
4. May locate, adapt, create and import MARC records into the computer system for items being processed.
5. May order print and non-print materials and research vendor prices as appropriate.
6. May prepare purchase requisitions; maintain outstanding purchase orders for office supplies and associated materials as assigned.
7. Process library materials for circulation or in-house use.
8. Maintain a variety of files and filing systems; prepare, maintain and update various records.
9. Answer incoming telephone calls; respond to and direct inquiries.
10. Receive, sort and distribute mail, newspapers, periodicals, and reference materials.
11. Register and assist patrons at the public access computer workstations.
12. Instruct patrons in the use of the online catalog.
13. Prepare and maintain statistical data as assigned.
14. May assist in training in the areas of book covering, item processing and repair of damaged library materials.
15. Prepare and ship books for binding, maintain bindery records and monitor spending for binding.
16. Work as a cooperative and supportive member of the library team.
17. Provide the best possible customer service to the public.

OTHER REQUIRED DUTIES AND RESPONSIBILITIES

1. Assist in maintaining copy machine including adding paper, changing toner, and scheduling repairs.
2. Assist in repairing books with broken binding or ripped pages.
3. Answer incoming telephone calls; respond to and direct inquiries.
4. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

No experience required.

Type 35 wpm.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Basic arithmetic principles.

Alphabetical and numerical filing.

Proper public contact and telephone etiquette.

Modern office procedures, practices, methods and equipment including computers.

Pertinent federal, state, and local laws, codes and regulations.

Skill in:

Assembling and preparing data for report presentations.

Word processing to produce a variety of correspondence and other documents.

Operating a variety of office equipment including typewriters, computers, facsimile machines, photocopiers, adding machines, and other equipment typically encountered in library service.

Ability to:

Work varied shifts.

Organize work for appropriate and timely completion.

Learn circulation desk policies and procedures.

Work independently in the absence of supervisor.

Explain library policies and procedures.

Learn the Dewey decimal classification system.

Learn various types of computer software applications including word processing and the Internet.

Type at a speed necessary for successful job performance.

Prepare clear and concise reports.

Work in a team environment.

Communicate clearly and concisely, both orally and in writing.

Tactfully respond to requests and inquires from the public.

Flexibly adapt to a variety of work situations and interruptions.

Establish and maintain effective working relationships with those contacted in the course of work.

Readily adapt to changes in policies or work methods.

Discreetly handle confidential information.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *standing, kneeling, walking, stooping, bending, twisting or otherwise moving around the facility to file, assist patrons, distribute or shelve library materials and perform related duties.*
- *Frequently pushing or pulling book trucks that require the exertion of 30 lbs. of force to move.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: February 1993

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