

**CITY OF ALVA  
JOB DESCRIPTION**

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| <b>TITLE:</b>       | <b>Part time Library Assistant</b> |
| <b>DEPARTMENT:</b>  | <b>Library</b>                     |
| <b>REPORTS TO:</b>  | <b>Library Director</b>            |
| <b>FLSA STATUS:</b> | <b>Non-Exempt</b>                  |
| <b>GRADE:</b>       | <b>2</b>                           |
| <b>SALARY:</b>      | <b>8.63/hr to 11.94/hr</b>         |

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**NATURE OF WORK**

The person in this position will perform a variety of tasks that maintain the orderly flow of daily business. The typical work week will be 15 – 19 hours a week but may occasionally increase to cover vacations and other staffing needs. The position requires multi-tasking in a number of areas of library operation including circulation, technical services and administration of desk duties. At times the person will be assigned to assist the youth librarian including working directly with elementary and middle school children. The work requires that the employee has experience working with youth and knowledge of children's literature.

**ESSENTIAL JOB FUNCTIONS**

- Meet and communicate effectively with library patrons and the public. Meet the needs of patrons by providing comprehensive service including circulation desk duties and assisting patrons in locating library materials and in the use of all library services.
- Become familiar with library facility, materials, and services.
- Shelve print and non-print materials when needed.
- Maintain patron privacy and confidentiality according to library policies and Oklahoma statute. Follow internal and public policies of the library.
- Learn library classifications and arrangements as well as possess a working knowledge of the Dewey decimal system.
- Understand and follow oral and written instructions and accept responsibility and supervision.
- Availability to work a flexible schedule which may include an occasional Monday evening and Saturday.
- Have a working knowledge of and ability to work with computers including troubleshooting basic computer hardware and software issues.
- Help plan and implement library programming for adults and youth.

## **EDUCATION, TRAINING, AND EXPERIENCE REQUIRED**

Minimum requirement - High School diploma. Associates or Bachelor degree preferred. Experience working with the public is required. Must have experience in using computer programs and knowledge regarding touch screen devices.

## **SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED**

- Will be certified as a support staff Public Librarian within two years of hire date as set forth in the Oklahoma Certification Manual for Public Librarians by the Oklahoma Department of Libraries.
- Valid driver's license.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work with children and adults of varied backgrounds.
- Cooperates as a team member with all Library personnel in performing any professional or nonprofessional duty essential to the achievement of efficient library operations.
- Ability to speak and write effectively.
- Must be self-motivated and able to exercise initiative and independent judgment.

## **PHYSICAL/MENTAL REQUIREMENTS**

- See above.
- Must be able to lift boxes of books and shelve materials as needed.

## **ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS**

Work is typically indoors.

Employee must attend City training and follow training guidelines. This includes following correct procedure while cleaning up various body fluids due to illness or injury in the workplace.