

NORTH SIOUX CITY COMMUNITY LIBRARY JOB DESCRIPTION

Job Title: Library Assistant
Distinction: Support Staff
Department: Library
Supervisor: Library Director

Summary:

Under the supervision of the Library Director, Library Assistant provides a wide variety of basic public, technical, and clerical services including information and reference service, reader's advisory, presenting programs, circulation services, and administrative support. The work requires that the employee have knowledge, skill, and ability in the public library field.

This is a full time position. The assistant will be expected to work some evenings and Saturdays to accommodate the schedule of the library.

Duties include but are not limited to:

- Helps plan, implement, lead, and promote programs such as reader's advisory services, children's services, community services, summer reading programs, public information, outreach programs, and adult programming
- Help patrons find new books based on reading preferences/history
- Responsible for providing public information
- Assisting patrons with technical services including, but not limited to, computer, tablet, and phone guidance
- Basic library duties: front desk duties, shelving books, answering questions & phones, registering new patrons, collecting fines, cleaning as needed
- Repair library material
- Assist with inventory
- Assist in processing new books and withdrawal of old books
- Maintain library in Director's absences
- Maintain Library equipment including computers and tablets
- Other duties as assigned by Library Director

Knowledge, Skill, and Abilities

- Knowledge of the principles and practices of public library functions
- Ability to communicate clearly with patrons, co-workers, and supervisors
- Ability to administer the activities of a public library
- Ability to follow library policies and procedures, especially as relate to issuing library cards, checking out items, collecting fines and fees, and processing new materials
- Ability to establish and maintain effective working relationships with superiors, subordinates, associates, elected officials, and the general public.
- Ability to efficiently and effectively present information in one-on-one, small group, and large group situations with patrons and employees
- Ability to count change and handle money
- Ability to work with computer applications
- Ability to work with and troubleshoot office machines, such as copiers

Education

Preference given to applicants who have bachelor's degree in Library Sciences, English, Literature, or related field. At least one year experience working in a public library or related field preferred. Additional training classes may be required.

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. The employee must have the ability to sit and stand for extended periods of time. The employee must have the ability to lift 40 pounds without assistance. While performing the duties of this job, the employee is regularly required to walk, use hand to fingers, handle or feel, reach with hands and arms, and talk and hear. The employee frequently is required to climb, balance, stoop, kneel and crouch. Specific vision abilities required for this job include close vision work for computers and reading.

Work environment

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 essential functions. Work atmosphere will be in the library and in an office type setting.

Wage and Benefits Information

The North Sioux City Library Director position is eligible for a full city benefits package. This includes health and dental insurance, SD Retirement, Aflac eligibility, HSA, gym membership, and other benefits.

Starting salary is between \$12.50 and \$13.50 per hour

Closing date is August 12, 2016. Please provide cover letter, resume, city application*, and 3 professional references. Application materials can be submitted at North Sioux City City Hall, emailed to cityofnsc@northsiouxcity-sd.gov, or mailed to 504 River Dr., North Sioux City, SD 57049 attn: Library Assistant Application

*City applications can be found online at www.northsiouxcity-sd.gov, picked up in person at the North Sioux City City Hall, or you can request a faxed copy by calling 605-232-4276

**North Sioux City is an Equal Opportunity Employer