

City of Flagler Beach

JOB TITLE: LIBRARY ASSISTANT

DEPARTMENT: Library

SUMMARY: Under direct supervision, provides customer service at the library; maintains library materials, and provides timely and accurate information to the public; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

DUTIES AND RESPONSIBILITIES: (which are **not** in any hierarchical order)

1. Waits on customers at checkout desk, issues library cards, checks items in and out, renews items, and accepts payments for overdue items.
2. Assists customers in locating materials in the library and on the computer.
3. Processes new books for the library, types catalog cards, covers books with protective wrap and updates the "new" list for books.
4. Processes overdue notices, calls or notifies patrons in writing.
5. Updates and maintains patron records.
6. Shelves books and maintains shelf order.
7. Performs daily count of circulation and maintains daily ledger.
8. Inputs and updates library records.
9. Assists with story time program and upkeep of children's materials.
10. Performs other related duties as required and assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the various tastes, wants, and preferences of patron groups.

Knowledge of manual filing systems.

Knowledge of the physical layout of the library.

Knowledge of print and electronic information resources.

Knowledge of the proper methods used to shelve library books, magazines, and periodicals.

Skill in utilizing computer databases to research, maintain, and update records and files.

Skill in alphabetizing.

Skill in providing customer services to library patrons.

Skill in safely receiving, retrieving, and reshelving books and resource materials.

Skill in the operation of standard office equipment including computers, copiers and laminating machines.

Ability to follow oral and written instructions.

Ability to establish and maintain cooperative work relationships with those contacted in the course of work.

Ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves light to moderate work in an office setting. There is frequent need to stand, stoop, walk, sit, climb ladders, lift light objects (up to 15 pounds) and perform other similar actions during the course of the workday. The City of Flagler Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment, random and/or reasonable suspicion drug testing.

MINIMUM QUALIFICATIONS: The equivalent of a High School Diploma and six (6) months clerical and/or customer service experience.