
**City of Ogallala, Nebraska
Position Description**

Class Title:	Library – Assistant Librarian
Department:	Library
FLSA Classification:	Non-Exempt
Age Requirement:	Minimum-21 Years / Maximum - none
Salary Range:	
Date Effective:	

GENERAL PURPOSE:

Supervises and performs tasks in adult library (ex. circulation, reference and public access computers, etc.) in accordance with library policies.

SUPERVISION RECEIVED:

Works under the direction of the Library Director and in accordance with Library policy.

SUPERVISION EXERCISED:

Exercises supervision over the Library Clerks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Substitutes for Library Director when Library Director is on vacation or ill. Supervises operation of the adult library according to library policy. Supervises clerks and volunteers in adult library. Enforces policies of the Library Board. Handles patron complaints. Represents library on City benefits committee.

Does all paper work involved in preparing library cards. This includes verifying addresses, etc. Adds barcodes, patron name and address. Does data entry required in patron card preparation. Withdraws patron cards as necessary. Does all record keeping for Internet users. Prepares overdue list weekly. Contacts patrons by phone or letter. Data entry as needed. Maintains vertical file. Reads shelves and performs other collection organizing duties. Requests supplies as needed. Supervises material withdrawals in adult library as director requests.

Inventories new materials as received. Troubleshoots computer problems. Processes new materials, as needed. Data entry, as needed. Mends all types of materials.

Starts and closes computers in adult library for staff stations, OPAC's, and public computers. Performs all aspects of circulation computers (checking in and out, holds, etc.). Checks overdue items and collects fines.

Takes Inter-Library Loan requests. Offers reader's advisory and reference services in adult library. Offers patron assistance in-house and over the phone. Assists patrons with automated card catalog. Assists patrons with public access and computers. Informs director of patron requests for materials. Calls patrons for holds, overdue notices, other messages. Assists with programs and publicity, as needed.

Attends workshops and professional meetings. Attends staff training, assists with training new staff in adult library

Prepares or supervises all bulletin boards in adult library. Assists with programs and publicity when necessary. Performs other duties as assigned. Performs all clerk's duties, when necessary.

PERIPHERAL DUTIES:

Assists other City Departments as required or assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience

- (A) Two years course work in a college or university in library science or a closely related field
- (B) Four years experience in library operations in a supervisory capacity; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Ability to work well with public
- (B) Ability to keyboard accurately at 50 wpm
- (C) Familiar with standard library practices, Dewey Decimal system, reference tools, etc.
- (D) Ability to work weekend and/or evening hours regularly, 40 per week.

SPECIAL REQUIREMENTS:

- (A) Valid state driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED:

Library circulation system, personal computer, including word processing and database software, calculator, copy machine, phone, microfilm equipment and automobile.

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.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to stoop or to kneel. The employee must have the ability to use step stools.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is moderately quiet with times that it is somewhat noisy.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference check may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Date Adopted: December 11, 2001

Revision History: