

# Tremonton City

## Job Description

Job Title:	Assistant Librarian/Assistant Librarian Substitute	
Department:	Library	
Location:	210 North Tremont Street, Tremonton Utah	
Pay Level:	A-2	
Physical Demands: Category II – Light Work as per the Pre-Employment Evaluation Program		
<b>Employment Status</b>  Exempt <input checked="" type="checkbox"/> Non Exempt Safety Sensitive On Call Public Safety Independent Contractor	<b>Employment Classification</b>  Full-time <input checked="" type="checkbox"/> Part-time Part-time Recreation Temporary/Emergency Firefighter/EMT Benefits Contract	<b>Required Equipment</b>  City Vehicle Cell Phone Pager Personal Protective Equip.

### **Job Summary**

Provides assistance and guidance to library patrons by responding to reference questions, locates information sources, provides guidance regarding specific books and authors, circulates books and other library materials, helps patrons on computers, provides library cards, and assists in cataloging and classifying books.

### **Supervision**

Given: None

Received: Library Director

### **Essential Duties**

- Enters and retrieves information using computer system.
- Files library materials in proper sequence alphabetically and numerically.
- Checks library materials in and out.
- Empties book drop.
- Shelves books and straightens shelves.
- Pre-sorts, organizes, and places in order library items on carts for shelving and maneuvers shelving carts throughout the library in a safe manner.
- Keeps circulation records.
- Registers new library patrons.

- Collects and records fines.
- Answers telephone and appropriately routes and prioritizes calls and patrons needing assistance.
- Repairs library materials.
- Orders Inter-Library Loan (ILL) requests.
- Puts reserves on books that have been requested.
- Assists in processing new books.
- Inventories books when necessary.
- Maintains Library in Director's absence.
- Opens and closes Library as needed.
- Promotes Library activities (i.e. reading contests, story hours, adult study groups, etc).
- Assists in withdrawal of books.
- Assists patrons use on computers.
- Other duties as assigned.

### **Knowledge, Skills & Abilities**

#### **Knowledge of:**

- Basic operations of library services.

#### **Skills in:**

- Basic computer applications, such as Microsoft Office, Word Processing programs, and email.
- Clerical applications and tasks.

#### **Ability to:**

- Work well with the public.
- Maintain a clean, neat appearance.
- Communicate effectively verbally and in writing.
- Follow written and oral instructions.
- Arrive at work on time.
- Accept criticism for improving job performance.
- Type 30 words per minute (net).
- Represent the City with decorum in a manner which promotes public confidence in the City, its officials, and employees.
- Exhibit patience and empathy with persons holding hostile or opposing views.
- Maintain professional confidences.
- Understand and follow City ordinances and policies.

### **Physical Demands**

- Frequent lifting of up to ten pounds and occasional lifting of up to 25 pounds.
- Occasional bending, stooping, and/or lifting.
- Considerable walking may be involved.
- Work for sustained periods of time maintaining concentrated attention to detail.

- Lift boxes of books and/or stacks of books out of shelving 3 inches high from the floor and up to 28 inches deep.
- Organize, retrieve, shelve, and shift materials on shelves ranging from 3 inches above the floor to 72+ inches high, quickly and accurately and without damaging or disrupting books and/or magazines.
- Handle large books and large amounts of books over a sustained 4 hour period.
- Essential functions utilize abilities in talking, hearing, and seeing.
- Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking.

### **Working Conditions**

- Works day and evening shifts with rotating Saturdays.
- Stressful, busy, and fast-paced.
- Extensive contact with people.
- Work is primarily performed in an office or other environmentally controlled room.

### **Education & Experience**

- A high school diploma or equivalent is required.

### **Special Requirements**

- A one year probationary period is a prerequisite to this position.
- Must have a valid Utah driver's license.
- Successful completion of pre-employment drug screening is required.
- Successful completion of pre-employment physical is required.
- Successful completion of criminal background check is required.

***The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Tremonton City is an EEO/ADA employer.***