



JOB DESCRIPTION

Job Title: Library Assistant (PT)*	Grade: \$19.50
FLSA Status: Non-Exempt	EEO Category: Para-Professional
Job Classification Designation: Classified/Competitive	Bargaining Unit: Not Applicable

Job Summary: This class is accountable for performing a full range of basic tasks in providing library services to the public.

Supervision Received: Works under the general supervision of the Library Director or an employee of higher grade.

Supervision Exercised: May supervise students and/or volunteers as assigned.

Examples of Essential Duties:

- Assists patrons in locating and using library materials and equipment;
- Circulates books and other library materials using manual and/or automated systems;
- Cleans and/or re-houses various types of library material;
- Files various types of library material;
- Inspects materials for damage;
- Performs a wide variety of basic routine clerical duties in facilitating library services;
- Performs stack maintenance activities including sorting, shelving and shifting of material;
- Performs catalog maintenance activities such as filing, transferring, updating, revising and withdrawing cards/files;
- Photocopies as instructed;
- Prepares library materials for issuance to patrons or other addresses;
- Pulls material from shelves;
- Retrieves bibliographic information from automated library systems for circulation, interlibrary loan or copy cataloging purposes;
- Sorts, stacks, shifts and shelves books, periodicals and other library materials;
- May process interlibrary loan requests by filling those received from other libraries and/or searching for and requesting materials from other libraries;
- May instruct and supervise students and others in performance of library activities;
- May check in books and other library materials;
- Performs related duties as required.

Knowledge, Skills and Abilities:

- Knowledge of computer hardware and software;
- Interpersonal skills;
- Oral and written communication skills;
- Ability in written and oral expression;
- Ability to maintain collegial relations with other staff and patrons;
- Ability to operate automated library systems;
- Ability to establish and maintain effective working relationships with individuals from diverse backgrounds.

Minimum Qualifications: High school diploma and any experience and training that could reasonably be expected to provide the knowledge, skills and abilities listed above.

Special Requirements: Incumbents in this class are required to work a varied schedule including some evenings and weekends.

Working Conditions, Physical and Mental Requirements: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. Incumbents in this class work in an office setting that is subject to frequent interruptions, substantial contact with the public and exposure to video display monitors on a daily basis. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
Frequency:	N	O	F	C	Frequency:	N	O	F	C	N	O	F	C
Physical Demands					Depth Perception				X				
Standing				X	Color Distinction				X				
Walking				X	Peripheral Vision				X				
Sitting			X		Driving	X							
Lifting			X		Physical Strength:								
Carrying			X		Little Physical Effort (-10 lbs.)		X						
Pushing			X		Light Work (-20 lbs.)		X						
Pulling			X		Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)	X							
Balancing		X			Very Heavy Work (100+ lbs.)	X							
Stooping		X			Environmental Conditions								
Kneeling		X			Cold (50 degrees F or less)	X							
Crouching		X			Heat (90 degrees F or more)	X							
Crawling	X				Temperature Changes								
Reaching			X		Wetness	X							
Handling				X	Humidity	X							
Grasping			X		Extreme Noise or Vibration	X							
Twisting			X		Exposure to Chemicals	X							
Feeling			X		Exposure to Gases and Fumes	X							
Talking			X		Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to Bodily Fluids	X							
Repetitive Motion				X	Exposure to Dampness	X							
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area	X							
Visual Acuity/Near				X	Mechanical Hazards	X							
Visual Acuity/Far				X	Physical Danger	X							

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of Weston is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Updated on: July 24, 2024