

## **Library Assistant Job Description**

### **Position Description**

Library Assistant - City Library

Permanent Part-Time Position

### **Selection Guidelines**

The City is an equal-opportunity employer.

Formal application, rating of education and experience; oral interview, and reference check; job-related tests may be required.

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

### **Employment Package**

Pay Rate: \$11.00/hr. starting wage for qualified candidates having a high school diploma; \$13.00/hr. starting wage for qualified candidates having a college degree

Part-Time: 10-20 Hours/week

Benefits: Paid sick leave, IPERS, Partial health/dental benefits after one year

### **General Purpose**

Performs a variety of routine clerical and manual work in circulating and processing library materials. Performs housekeeping duties, and provides services and a clean and pleasant environment for library patrons.

### **Supervision Received**

Works under the supervision of a Library Director.

### **Supervision Exercised**

May exercise limited supervision over library aides, or part-time volunteers.

### **Essential Duties and Responsibilities**

Checks library materials in and out.

Performs routine maintenance on books and other materials, reviews books, periodicals, and collections which are outdated or not used, and coordinates removal, disposition and/or disposal of withdrawn materials.

Organize and maintain shelving system.

Inputs data into the computer.

Answers telephone calls and provides information or otherwise assists or refers patrons as appropriate.

Assists in maintaining library collections and clean facilities.

Processes inter-library loans and in-house reference work.

Assists or leads in the planning and implementing of story times for children and programs of all kinds for children, teens, and adults both on site and off site.

Informs patrons of overdue materials following the circulation policy.

Maintain website and social media; create flyers and other forms of digital media.

Search and write grants for new materials, programming, building improvements, etc.

Performs a variety of miscellaneous duties such as running errands and picking up supplies needed for activities. Maintains confidentiality of records.

Performs domestic art/stewardship duties in keeping the library orderly, clean, and welcoming for patrons and public view.

Complete continuing education courses as required for CE credit with the State Library of Iowa.

### **Peripheral Duties**

Conducts tours of library facilities for various educational or civic groups and interested individuals.

Assists patrons in basic computer use.

Assists patrons in the use of FamilySearch and other genealogical sites

Assists patrons in the selection of library materials, and provides reference guidance. Maintains a tidy atmosphere inside and outside the library building. Exercises deep-cleaning janitorial duties at day's end.

### **Desired Minimum Qualifications**

Education and Experience:

\*Must love working with children and people of all ages.

(A) Graduation from high school or GED with a literacy level commensurate with this level of education.

(B) Some knowledge of the principles and practices of modern library systems and programs; Some knowledge of library circulation or processing techniques; Working knowledge of library classification systems; Working knowledge of basic office procedures.

(C) Ability to accurately maintain library operating systems; Ability to orally communicate effectively; Ability to establish and maintain effective working relationships with patrons. Needs a pleasant personality both in person and over the phone, in addition to good grooming and dress habits to make a proper impression on patrons.

(D) Ability to follow a janitorial schedule and assess janitorial needs. Ability to recognize standards of cleanliness.

(E) Skill in the operation of general library tools and equipment, including janitorial equipment.

### **Tools & Equipment used**

Library computer system; calculator; printer and copy machine; phone; janitorial tools/equipment for daily and deep-cleaning duties.

### **Daily Cleaning**

- (A) Follow Opening & Closing domestic art/stewardship duties listed in the Circulation Desk binder.
- (B) Dust tables and countertops. Replace all items as they were.
- (C) Dust mop boards and window sills.
- (D) Dust books and bookshelves.
- (E) Wipe away cobwebs.
- (F) Care for plants.
- (G) Empty all wastebaskets into covered collection trash cans in the restrooms.
- (H) Clean restrooms: Clean and sanitize stalls and sink.  
Replace restroom supplies as needed (toilet paper, paper towels, etc.)

### **End-of-Day Cleaning**

Keep all doors locked.

Do not allow anyone in the building while cleaning.

Office equipment remains off after business hours except for the computer server. Check all areas upon completion of cleaning, turn off lights (excluding security lights), and lock all doors.

### **Deep Cleaning**

Library Building:

- (A) Wash glass on entry doors on both the inside and outside.
- (B) Vacuum all carpeted areas and upholstered furniture.
- (C) Dust around and behind computers. Disinfect computer desk wall dividers.
- (D) Sweep and mop all vinyl/tile.
- (E) Sweep steps as needed both inside and outside.
- (F) Remove trash from the building and place it in the trash receptacle located behind the building.
- (G) Clean restrooms: Clean vanities and mirrors.  
Use a damp mop on porcelain tile floors.  
Use metal polish where applicable.
- (H) Change light bulbs and tubes as needed.
- (I) Use wood polish on the piano, old circulation desk, tables, and chairs once a month.

### **Conference Room and Kitchens**

- (A) Mop vinyl tile
- (B) Vacuum carpet
- (C) Wipe kitchen surfaces
- (D) Sweep corners, floor to ceiling, and along the ceiling for removal of cobwebs (E) Dust and clean ceiling light lenses
- (F) Remove dead bugs from fixtures as needed
- (G) Clean ceiling, wall, floor vents, and emergency light fixtures
- (H) Check and clean out refrigerator and freezer

### **Monthly Duties**

Turn in janitorial supply needs to Library Director.

### **As Needed Duties**

Conference Room special event cleaning (same duties as listed above under *Conference Room and Kitchens*) and programming clean-up.

## **EQUIPMENT & SUPPLIES**

All equipment necessary for cleaning the Malvern Public Library & Conference Center complex is to be supplied by the Malvern Public Library. All equipment is to be stored, when not in use, in the utility room or other place and manner which is safe and out of sight of the general public.

## **SPECIAL SERVICES**

Non-routine work, such as shampooing carpets, will be contracted separately, as needed, by the Library Director or the Board of Trustees.

The cost of cleaning for an unusual accumulation of litter or dirt resulting from abnormal circumstances beyond our control (such as construction, renovation, fire, or an act of God), which leads to additional expenditure or labor will be contracted out to a third party upon formal review and approval by the Malvern Public Library Board.

## **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 essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or 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 climb or balance, stoop, kneel, crouch, or crawl. Must be able to tolerate all types of dust.

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 employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is generally quiet during non-programming hours.

## **Tobacco-Free/Nicotine-Free Environment**

Malvern Public Library is a tobacco-free worksite. As part of the application process, each applicant must acknowledge in writing that they understand Malvern Public Library's policy and attest that they do not use tobacco as a requirement for further consideration.

## **BUILDING INFORMATION & SECURITY**

It is understood that the Library Assistant is to keep the library/building locked while working after hours of operation in the building and to double-check the lock on the library entrance door when they leave. Any situation discovered by the Library Assistant that appears to be dangerous to the library/building or its occupants should be reported to the appropriate personnel.

The Library Assistant is responsible for all keys issued and the loss of a key must be reported immediately to either the Trustees or Library Director.

The Library Assistant understands that all financial and personal information regarding patrons and employees as well as nonpublic information about the Malvern Public Library is considered to be confidential data. The Library Assistant understands and agrees that confidential data is not to be accessed, distributed, or used. These restrictions will apply both during and after the relationship with Malvern Public Library.