

**City of Cottage Grove
Job Description
Library Assistant
Cottage Grove Public Library**

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| Department: Library | FLSA: Non-Exempt |
| Reports to: Head Librarian | Representation: General Unit Part Time=Non-Represented |
| Pay Range: | Date Adopted: 06-30-2021 |

Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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 may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

The Librarian performs a variety of duties at the library as part of the library team that provides professional library services to the community. This may include specialization in Youth Services, Adult Services and/or Technical Services.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

An employee in this position works with library staff and volunteers to provide professional library services to the public. Work is performed under the general direction of the Head Librarian who reviews work primarily on the basis of effectiveness and results obtained.

ESSENTIAL FUNCTIONS:

1. Assists library patrons with finding materials, answering reference questions, and providing reader's advisory.
2. Networks and interacts with a diversity of individuals and community organizations.
3. Reads and responds to email (circulation and/or specialized content areas).
4. Assist patrons with use of library account and borrowing materials; resolve complex patron account issues. Refer escalated issues as appropriate. Assess, collect and tally fees and fines.
5. Provide basic reference and reading recommendations to patrons.
6. Advise, assist and instruct patrons in use of library services, tools and equipment.
7. Shelve library books and materials in correct order following established procedures.

8. Use automated systems to check in and sort materials according to established procedures. Process, repair and provide upkeep for library materials
9. Maintain and accurately enter patron information into the integrated library system [ILS]
10. Plans or assists in the planning and execution of library programs and displays.
11. Creates marketing materials for the library, library services and programs.
12. Assigns and reviews the work performed by volunteers.
 - a. Works with staff to train and assess training needs of volunteers.
13. Work with the Head Librarian to create personal learning goals. Participate in opportunities to develop skills needed to meet the changing role of the public library.
14. Compiles statistics on attendance of all children's and adults programs throughout the year.

YOUTH SERVICES FUNCTIONS:

1. Plans and conducts summer reading program, special programs, youth book club, and weekly preschool story time.
2. Creates attractive displays and settings in Children and Youth areas of the library.
3. Orders craft supplies and other items needed for children's programming.
4. Reads and responds to correspondence and email (Children's Services focus).
5. Act as Liaison to the Friends of the Cottage Grove Public Library for Juvenile, Middle Ground and Young Adult collection and programs.
6. Assist in preparation of Ready to Read Grant annually.
7. Research grant funding focused on Children and Youth Services: Pilcrow Grant, State Book Campaign, Conference Scholarships, etc.
8. Plan and conduct participation in Oregon Battle of the Books, Oregon Young Adult Network, and other youth programs.
9. Collection Development: researches and orders items for Youth from birth to 18 years old with guidance from professional publications and reviews.

ADULT SERVICES FUNCTIONS:

1. Assist in planning adult programming events that reflect the community's needs and interests.
2. Plans and conducts a book club for adults.
3. Creates attractive displays and settings in Adult areas of the library.
4. Plans and conducts a summer reading program for adults with the Youth Services Librarian.
5. Assists the Head Librarian in the development and implementation of programs, events and exhibits in partnership with local and state or national organizations.
6. Suggests new materials for the Adult collection.

TECHNICAL SERVICES FUNCTIONS:

1. Accurately creates call number labels for new materials and updates call number labels as needed.
 - a. Makes suggestions for review of materials that may have been cataloged in an irrelevant subject area.

2. Covers books using appropriate methods with library materials.
3. Keeps inventory of materials processing supplies and notifies the Head Librarian of ordering needs.
4. Repairs materials using appropriate methods for circulating library materials.
5. Makes suggestions for replacement purchases when materials are no longer in circulating condition but are still popular.
6. Works with the Head Librarian to maintain special collections such as the Oregon Collection and the Opal Whiteley Collection.
7. Maintains periodicals collection according to the library's weeding schedule.

IMPORTANT FUNCTIONS:

1. Helps with library programs and special events as assigned.
2. Helps patrons with use of the public computers and subscription databases.
3. Organizes and gives tours of the library and its services to school and community groups.
4. Designs and composes marketing materials such as flyers, brochures, & news releases.
 - a. Works with staff to update the library website and create email marketing.
5. Assists in book and other material selection to enhance collection.
6. Attends meetings, continuing education, webinars and training as assigned.
7. Attends workshops and conferences as approved by the City Manager.
8. Administer inter-library loan service requests.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands or requirements 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.

Work is performed primarily in a library environment while sitting at a desk or computer terminal, walking in the library, or while standing at the counter for extended periods of time. Physical exertion may be required to lift office supplies and library materials from overhead, from shelves and from the floor. Sufficient vision or other powers of observation are essential to permit the employee to read, sort and shelve library materials and maintain patron catalog records. The employee must move, shelve and retrieve library materials from high and low settings daily. Work includes moderate lifting, carrying, reaching, stooping, pulling and pushing activities, manual dexterity, clear speech, and visual and hearing acuity. Must be able to lift, push or pull up to 30 pounds. Must be able to work out of doors during special events and summer programming.

JOB SPECIFICATIONS:

Education & Experience:

- High School Diploma.

- Minimum of 3 years progressively responsible professional (library) work experience required.
 - a. Bachelor's Degree, or Master's Degree in Library Sciences preferred.
 - b. Any equivalent combination of education and experience.

Knowledge, Skills and Abilities:

1. Knowledge of the principles and practices of library science, including the Dewey decimal system.
2. Knowledge of professional office practices and procedures.
3. Utilizing modern office equipment, computer systems and relevant software applications as required for the position.
4. Knowledge of library policies, procedures, methods, ethics and professional standards.
5. Knowledge of information database systems, including computerized information database systems.
6. Knowledge of library systems for cataloguing, acquisitions and searching online bibliographic utilities. Computers, programs, internet, and electronic database search skills.
7. Effective verbal, presentation and listening communication skills.
8. Additional language fluency besides English preferred. Fluency is defined here as speaking, reading and writing in the language.
9. Ability to upgrade and maintain website and social media resources.
10. Ability to maintain an effective working relationship with fellow staff members. Ability to work as part of a team.
11. Ability to interact professionally and courteously with the public.
12. Must have ability to understand and carry out oral and written instructions,

Special Requirements and Certifications:

1. Must possess a valid Oregon driver's license or ability to obtain one within six months. Employee must maintain a safe driving record while employed with the City of Cottage Grove.
2. Must be able to pass the department's security clearance standards, including Reference check, Criminal History check and satisfactory driving record.

Supervisory Duties:

Position will provide general training and supervision to library volunteers.

Supervision Received:

Work is performed under the general supervision of the Head Librarian.

Contact with Others:

This position will have regular contact with City of Cottage Grove staff from the Library and from other City Departments, and will have daily contact with library patrons, the general public, and with representatives from