



## Town of Edgewood

Position Class Code: 1604

### Library Assistant

Date Approved: 08/2008

Revision Date:

**Position Purpose:** Under general supervision, provides a high level of customer service to library patrons, processes and catalogues library material, checks material in and out of library, prepares library material for disposition and participates in Town Library related outreach programs.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Maintains patron service responding to reference inquiries, checks library material in and out, assists in the identification of collection needs and cataloguing library material, shelves material, updates catalogue database.
- Provides assistance in the use of library computers including word processing and Internet.
- Performs outreach and participates in Town Library programs.
- Assists with grant research to fund library/museum projects.
- Assists with the training of volunteers in library operations.
- Performs a variety of routine duties and library operations including reading shelves, cleaning and straightening shelves and work areas, preparing materials for disposition including shelving, storage or discard, collects overdue fines, and assists with general clerical duties.
- Performs other work-related assignments as required.

#### MINIMUM QUALIFICATIONS

##### Required Knowledge and Skills:

- Knowledge of State of New Mexico regulations and administrative guidelines relating to library operations.
- Knowledge of Town of Edgewood policies and procedures.
- Knowledge of computer software and basic operation of library systems.
- Knowledge of fundamental principles of customer service and library operations.
- Knowledge of grant research and application process.
- Skill in reading, interpreting, understanding and applying New Mexico regulations and administrative guidelines, and Town of Edgewood policies and Procedures.
- Skill in working with the public, establishing and maintaining cooperative working relationships with department staff, and other Town departments.
- Skill in communicating effectively orally and in the use of Dewey Decimal System and cataloguing techniques.
- Skill in the use of computer software and the application of basic operation of library systems.

**Education, Experience, Certifications and Licenses:** *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- A High School Diploma and one (1) year experience in the field of office and/or library administration, or related field.
- **Must be insurable.**
- Possession of a valid State of New Mexico Driver's License.
- **Must be a citizen or national of the United States or a lawful permanent resident (Alien #) or an alien authorized to work. (Documentation required)**

## **Library Assistant**

### **Additional Special Qualifications:**

- A State of New Mexico Grade 1 Library Certificate is required or must be obtained within 6 months of employment.

### **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed primarily in internal environments with occasional exposure to inclement weather, and varying temperatures.
- Work requires regular and punctual attendance, as well as attendance at meetings and special events outside the normal work schedule.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 25 pounds.
- Work requires ability to speak, hear, touch, and see.

### **Equipment and Tools Utilized:**

- Special Equipment includes computerized and conventional office and library equipment, and motorized vehicle.