

Town of Mansfield

JOB CLASSIFICATION DESCRIPTION

Job Title: Library Assistant (Part-Time) 19 hours per week	Grade: 10
FLSA Status: Non-Exempt	EEO Category: Administrative Support
Job Classification Designation: Classified/Non-Competitive	Bargaining Unit: Not Applicable

Job Summary: This class is accountable for performing a full range of basic tasks associated with providing assistance and library services to library patrons.

Supervision Received: Works under the regular supervision of the Library Director or designee.

Supervision Exercised: May have lead responsibility over Library Pages as assigned.

Examples of Essential Duties:

- Answers telephones;
- Assists patrons in using library services and equipment, and locating library materials;
- Bills patrons for unreturned and/or damaged materials;
- Checks out and receives returned books and other materials for patrons;
- Checks, cleans and makes minor repairs to books, toys, records and audiovisual materials and equipment;
- Enters and retrieves data using online integrated library system;
- Enters information and formats a monthly newsletter;
- Enters requests for books in circulation system module and processes books that are being received or sent out;
- Formats booklists in various software applications;
- Keeps records of notices and bills sent and status;
- Maintains records and files;
- Makes copies;
- Operates the circulation desk and section of the library;
- Prepares books for processing.
- Prepares materials for circulation;
- Processes inter-library loans;
- Provides assistance as needed in various sections of the library;
- Receives money and makes change;
- Registers new patrons; answers basic information questions;
- Sends overdue notices;
- Unpacks new materials;
- Updates periodicals on shelves and in database;
- Verifies shipment with purchase and packing slip;
- Performs related duties as required.

Knowledge, Skills and Abilities:

- General knowledge of basic library procedures, methods and techniques;
- General knowledge of office procedures and records maintenance techniques;
- General knowledge of the library circulation functions;
- Some knowledge of grammar, spelling, punctuation;
- Basic skills in performing arithmetic computations;
- Skill in the use of library equipment, materials and resources;
- Ability to establish and maintain effective working relationships with library patrons and associates;
- Ability to exercise initiative and independent judgment;
- Ability to file;
- Ability to follow oral and written instructions;
- Ability to operate office equipment;
- Ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering;
- Ability to work with individuals from diverse backgrounds.

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

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
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 Mansfield 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: October 24, 2022