



THE URBANA FREE LIBRARY

LIBRARY ASSISTANT 1 – COLLECTIONS

Department: Collections

Division: N/A

Job Type: Non-Civil Service

Reports To: Collections Manager

Percent Time: General minimum of 10 hours per week and maximum of 999 hours per year, as determined by Library needs, including evening and weekend hours.

Benefits: <https://urbanafreelibrary.org/about-us/employment/hourly>

FLSA Status: Non-Exempt

Pay Grade: 23-H

JOB SUMMARY

The Library Assistant 1 – Collections performs detailed clerical work that involves automated circulation of Library materials and maintenance of related files. The Library Assistant 1 – Collections routinely shelves books and other materials, checks in materials, retrieves items to fill requests, keeps material in proper order, empties the book returns, moves materials and furniture, runs errands, and performs other basic tasks related to the Library's collections. The Library Assistant 1 – Collections reports to the Collections Manager.

ESSENTIAL FUNCTIONS

- Checks in Library materials.
- Shelves books and other Library materials and maintains organized shelves.
- Retrieves items to fill requests.
- Shelf-reads materials to check for correct sequence.
- Empties book returns.
- Processes interlibrary loan materials.
- Prepares outgoing daily mail and packages.
- Participates in collection maintenance as assigned.
- Helps prepare for, set up, and take down programs.
- Assists with training for new staff members and volunteers.
- Runs errands.
- May perform light custodial work, as needed.
- Performs other related duties as assigned.
- Participates in Library-wide committees and activities.
- Attends department and other meetings as scheduled.

JOB REQUIREMENTS

Education & Experience

- High school diploma or equivalent required.
- Prior successful working experience desirable.
- Requires passing score on shelving test.

Knowledge of

- Basic word processing and spreadsheet software desirable.

Skills

- Excellent attention to detail.
- Strong commitment to excellent public service; friendly, energetic, adaptable.
- Good organizational, interpersonal, and decision-making skills to work effectively with patrons and staff.
- Physical strength and agility sufficient to push loaded book trucks, to lift and carry up to 50 pounds, to access high and low shelves, and to work on one's feet for an entire shift.

Ability to

- Assume responsibility and work efficiently without direct supervision.
- Understand and follow detailed oral and written instructions.
- Learn and follow all relevant Library policies and procedures.
- Complete work with accuracy and handle frequent, sudden task changes effectively.
- Work with staff and patrons in a consistently friendly and courteous manner.
- Enforce Library policies.
- Work in a team atmosphere in a consistently cooperative manner.
- Work full range of Library hours, including evenings and weekends.
- Work additional hours beyond those regularly scheduled as necessary and for the Library's needs.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with patrons and staff.

SUPPLEMENTAL INFORMATION

Working Environment: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work will occur primarily at The Urbana Free Library.
- Typical work schedule could include any hours that the Library is open in addition to time before and afterwards, with flexibility depending on the needs of the department.

Physical Requirements: The physical demands described herein 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.

- 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 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.
- The employee must occasionally lift and/or move up to 50 pounds.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; and the ability to adjust focus to both print and electronic text.
- Hearing: Hear in the normal audio range with or without correction.
- Other: Lifting, pushing, and keyboarding.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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 is subject to change by the employer as the needs of the employer and requirements of the job change.

The Urbana Free Library is an Equal Opportunity Employer.

Last updated: April 2023