

PARK RIDGE PUBLIC LIBRARY

JOB DESCRIPTION

Recognizing that formal job titles and job descriptions cannot define every employment situation nor be comprehensive in every case, and having the intent to provide the employee with the opportunity to expand his work experience while reserving flexibility to the Library to adapt to future needs, and with the aim that this document not be interpreted as restrictive in any way, the following job description is effective as of August 20, 2002.

This description updates and supersedes all previous job descriptions of this position.

Department TECHNICAL SERVICES

Job Title Library Assistant I

Job Title of Supervisor Technical Services Manager

Qualifications:

- Education: High school diploma or equivalent.
- Experience: None required.
- Civil Service: Exempt
- Fair Labor Standards Act: Full-time positions are not exempt. Part-time positions are exempt.

Essential Functions:

1. Interacts positively with people of all ages and temperaments.
2. Finishes new books; stamps books, affixes labels and RFID tag, covers and attaches book jackets, tapes or covers paperbacks.
3. Finishes audiovisual materials, including CDs, DVDs, Books on CD, Playaways, etc. Affixes labels and RFID tag, stamps or writes ownership information on items, repackages audiovisual materials in special containers trimming original boxes to fit in containers.
4. Program RFID tags and check-in items using Polaris and printing hold labels as needed.
5. Keeps track of finishing supplies and notifies Technical Services Manager when supplies are needed.
6. Special projects as needed including using Polaris to create labels to replace faded or damaged labels on books and other resources.

Additional Responsibilities:

1. May repair books and audiovisual materials.
2. May disable RFID tag and stamp materials as withdrawn and pack for book sale or recycling.
3. When finishing materials, checks labels for accuracy; correct as needed.
4. Other duties as assigned by the supervisor, or necessary and proper to accomplish the foregoing.

Knowledge, Skills, and Abilities:

1. Ability to learn and follow detailed instructions and procedures.
2. Ability to complete detailed tasks with a high degree of accuracy.
3. Ability to read printed and handwritten information and instructions.
4. Excellent manual dexterity.
5. Ability to use keyboard and knowledge of basic computer functions.
6. Ability to use paper cutter and other office equipment.
7. Ability to work effectively and pleasantly with people of all ages.
8. Ability to work independently, determining and adjusting work priorities as needed and completing tasks in an orderly and timely manner.
9. Ability to communicate effectively orally and in writing.
10. Ability to handle emergency situations in a calm, capable manner.
11. Ability to work effectively with other staff in the Department and throughout the Library.
12. Ability to work efficiently and calmly during busy periods and with frequent interruptions.
13. Ability to work in a supportive manner with management.

The Library reserves the right to modify this and every job description in whole or in part at any time.