



RAINBOW CITY  
ALABAMA

## **PUBLIC NOTICE**

### **Library Assistant-Part-Time**

The City of Rainbow City is now taking applications for a part-time Library Assistant. Work week is less than 29 hours. Nights and weekends may be required.

Please see attached job description.

Closing Date: Thursday, November 3, 2022 at 4:00 p.m.

An equal opportunity employer in compliance with ADA regulations, Drug Free Workplace Policy and a participant of E-Verify.

**I, BETH LEE, CITY CLERK OF THE CITY OF RAINBOW CITY, ALABAMA, DO HEREBY CERTIFY THAT THE FOREGOING JOB OPENING WAS DULY POSTED ON THE 25TH DAY OF OCTOBER, 2022 AT THE FOLLOWING LOCATIONS:**

RAINBOW CITY HALL  
WINN DIXIE  
LOCAL JOE'S  
rbcalabama.com



# CITY OF RAINBOW CITY

## JOB DESCRIPTION

Job Title: Library Assistant

Department: Library

FLSA:

Grade:

Safety Sensitive Job: Yes

Security Sensitive Job: Yes

Job Description Prepared: June 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports to: Library Director

Subordinate Staff: None

Internal Contacts: City Clerk; Purchasing; Payroll

External Contacts: General Public; Libraries; Alabama Public Library Service (APLS); Schools; Community and Civic Organizations; Special Interest Groups; Book Houses; Contractors; and Vendors

### Job Summary

Under the general supervision of the Library Director, the employee performs daily operations of the circulation desk and special programs offered by the library. The employee performs library operations and organizes resources. Duties include checking materials in and out, renewing materials, collecting fines and fees for overdue or damaged items, issuing library cards, assisting patrons in finding books and other materials, assisting patrons with computer use, answering reference questions, shelving materials, and maintaining library materials in an orderly fashion. The employee also prepares and sends overdue notices, maintains records, compiles reports, prepares materials for circulation, and may conduct library programs including story time. This job is considered safety- and security-sensitive and is subject to a pre-employment background check and random drug screens.

## Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

**ESSENTIAL FUNCTION: Circulation. Manages the day-to-day operations of the circulation desk.**

1. Oversees and manages the daily operation of the circulation desk.
2. Greets patrons and visitors; assists in locating books and information.
3. Registers new patrons and issues new and replacement cards.
4. Operates computerized circulation system.
5. Empties book drop, checks in books/materials on computer, returns materials to shelves and updates patron accounts.
6. Sorts and categorizes books by subject matter and type prior to shelving.
7. Reads shelves to keep books in proper order.
8. Completes reserve cards and enters information into computer.
9. Collects overdue fines, maintains records, and sends overdue notices to patrons.
10. Sorts unusable or damaged books and materials.
11. Shelves and maintains periodicals and newspapers.
12. Signs patrons in for computer use; assists patrons in logging in, using Internet and using available computer software and printing documents.
13. Maintains computer waiting list and enforces Library computer use rules.
14. Collects payments for copies made and pages printed on computer system printers.
15. Moves and arranges books, videos and audiobooks as needed.
16. Changes and updates usernames and passwords daily to maintain network integrity.
17. Advises patrons of library programs, procedures, and policies.
18. Processes interlibrary loan requests from library patrons and other libraries.

**ESSENTIAL FUNCTION: Patron Services. Promotes customer service by aiding, providing instructions, and directions.**

1. Consistently represents the City in a professional manner.
2. Develops, fosters, and maintains relationships with the public, visitors, and other patrons.
3. Receives and addresses citizen complaints and problems with Library Director.
4. Assists and instructs with patron services.
5. Answers questions and provides directions to patrons.
6. Disseminates and distributes information.

**ESSENTIAL FUNCTION: Library Outreach. Performs outreach duties to assist with providing programs, acquiring volunteers, and soliciting donations.**

1. Researches and suggests programs for the library to conduct.
2. Researches and determines book selections.
3. Accepts donations in the form of books, references materials, or monetary donations to the library.
4. Registers volunteers.
5. Coordinates with local schools to provide services for students and educators.

**ESSENTIAL FUNCTION: Summer Reading Programs. Performs duties to register participants and assist in the implementation and execution of the summer programs.**

1. Assists the children's service coordinator for summer programs.
2. Determines the types of reading programs to offer.
3. Coordinates with local schools.
4. Publicizes the available programs.
5. Registers participants.
6. Assists in determining the scope of the programs.
7. Assists child patrons.

**ESSENTIAL FUNCTION: Customer and Patron Assistance. The employee is responsible for the day-to-day functions of the Library and representation of the Library to the public.**

1. Greets patrons; welcomes patrons to the library.
2. Maintains an organized reception area.
3. Responds to requests for books, documents, and information.
4. Receives and processes applications for library cards.
5. Reserves books, videos, and materials.
6. Conducts internet searches; contacts libraries for resources.
7. Assists patrons in using computers to accomplish searches.
8. Represents the library in a positive and professional manner.
9. Checks books and other items out and in.
10. Plans and conducts story time and other programs.
11. Develops crafts and activities specific to established themes and age groups.
12. Answers the phone to include providing information, providing instructions, or forwarding calls to the appropriate individual.
13. Performs clerical duties such as copying information.
14. Assists patrons with mechanical operations of library equipment.
15. Answers directional questions and refers patrons to appropriate personnel.

**ESSENTIAL FUNCTION: Library Operations. Performs an array of duties in support of the Library to provide optimal service to the patrons.**

1. Prepares fines and miscellaneous revenues received for deposit.
2. Assists with yearly statistical report.
3. Assists with inventory.
4. Assists patrons and visitors, aids in locating books and information.
5. Receives donations from the public and takes appropriate steps necessary.
6. Accepts donations from patrons and businesses.
7. Responds to public inquiries regarding Library services, reference question, programs, and other related issues.
8. Attends professional meetings, conferences, workshops, and classes at the discretion of the Director.
9. Acts on behalf of the Administration and in instances where authority is provided, and when the Chief Librarian is not available to make decisions or take actions normally managed by the Administration.
10. Creates and organizes displays for events and holidays to promote library programs and materials.
11. Selects materials for purchase, acquisition, or discard.
12. Receives, classifies, catalogs, and indexes acquired materials.
13. Provides reference, searching, bibliographic and reader assistance services to library patrons using the Public Access Catalog and other bibliographic tools.
14. Processes new books, validates invoices; prints spine labels and attaches security targets, barcodes, and plastic cover.
15. Withdraws books from collection; removes title from computer database and OCLC World Cat.
16. Enters holdings information into Library database.
17. Proctors exams.

**NON-ESSENTIAL FUNCTION:**

1. Performs minor cleaning duties throughout the facility.
2. Performs other job-related duties as required or assigned.

**Knowledge, Skills, and Abilities**

(\*Can be acquired on the job)

1. \*Knowledge of City policies and procedures.
2. \*Knowledge of City organizational structure.
3. \*Knowledge of basic library science techniques.
4. \*Knowledge of applications and electronic reference databases used in the library.
5. Knowledge of the library organization and physical locations of the library collections.

6. Knowledge of public library policies, procedures, functions, organization, processes, and services.
7. Knowledge of computer record keeping and search techniques.
8. Writing skills to neatly and accurately complete complex reports, correspondence and fill out forms.
9. Math skills to add, subtract, multiply, and divide.
10. Computer skills to operate office productivity software, and internet.
11. Verbal skills to communicate effectively with broad and diverse individuals.
12. Ability to communicate clearly and effectively to library patrons and staff.
13. Ability to maintain friendly customer service attitude with patrons.
14. Ability to compose letters utilizing proper application of English, grammar, punctuation, and language.
15. Ability to establish and maintain effective working relationships with staff, volunteers, supervisors, the general public and community resource people.
16. Ability to work independently with minimal supervision.
17. Ability to plan and direct multiple projects and activities.
18. Ability to effectively supervise employees.
19. Ability to organize and prioritize work and meet deadlines.
20. Ability to lift and carry moderately heavy loads up to thirty (30) pounds.
21. Ability to drive.

### Minimum Qualifications

1. Possess a high school diploma or a GED; completion of college-level courses in library science, literature, or related field is preferred.
2. Minimum of two (2) years of previous work experience working with the public such as retail; previous work in a library is preferred; or any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of this job.
3. Possess a valid and current driver's license and be insurable.
4. Ability to work non-standard work hours to include nights and weekends.
5. Ability to travel out of town.
6. Ability to pass a pre-employment background check and random drug screens.

### Physical Demands

The work requires some physical exertion such as long periods of standing; walking; climbing on stepstool recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as boxes of books. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

## Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

## Equal Opportunity Employment Statement

Rainbow City is an equal opportunity/affirmative action employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Rainbow City makes hiring decisions based solely on qualifications, merit, and business needs at the time.

## Acknowledgment

*I acknowledge that I have received a copy of my job description.*

*I am aware that any questions about my job performance expectations should be referred to my supervisor or department director.*

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Printed name

Signature

Date