



POSITION VACANCY NOTICE

CITY OF KETCHIKAN

DATE: March 31, 2023

SPECIFICS

TITLE: LIBRARY ASSISTANT II			
DEPARTMENT:	Library	DIVISION:	Adult/Technical Services
STATUS:	Regular Full-Time	HOURS/DAYS:	Sunday 8:00AM - 5:00PM Monday- Thursday 9:00AM -5:00PM
GRADE /STEP:	344 / A – C DOQ	DUTIES:	See attached job description
HOURLY/SALARY:	\$20.79- \$21.40 DOQ	UNION STATUS:	YES
SPECIAL REQUIREMENTS: Equivalent to the completion of the twelfth grade supplemented by specialized training in library science or a related field; Three years of increasingly responsible library or customer service experience.			

ADVERTISING REQUIREMENTS

Open until filled	
WHERE:	Local Only <input type="checkbox"/> Statewide <input type="checkbox"/> Pacific NW <input type="checkbox"/> National <input type="checkbox"/>
WHO:	Major papers in specified area: Ketchikan Daily News Special agencies/associations: Local Schools; Job Service
OTHER:	City of Ketchikan Website

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT: THE CITY OF KETCHIKAN, 334 FRONT STREET, (907) 228-5631 OR ON-LINE AT http://www.egovlink.com/ketchikan/postings.asp?listtype=JOB
--

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

LIBRARY ASSISTANT II – ADULT SERVICES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, assists patrons in using library resources and performs paraprofessional and advanced clerical library work at the advanced level at the Ketchikan Public Library.

The Library is dedicated to the informational needs of the community. The Library Assistant II – Adult Services contributes to this mission by assisting patrons in locating educational, professional and recreational materials, and by managing the circulation of highly valuable and occasionally extremely rare resources. The person must perform these duties with a high degree of accuracy, initiative and ingenuity. The Library Assistant II – Adult Services assumes responsibility for operation of the assigned area of the Library in the absence of the Senior Librarian. The Library Assistant II – Adult Services must perform these duties in a manner that reflects positively on the City and the Department.

Library Assistant II is distinguished from Library Assistant I in that the employee is not restricted to clerical tasks, has lead responsibility and fills in for the Senior Librarian in his/her absence. Library Assistant positions are allocated to the I or II level based on the variety and complexity of work assigned, knowledge required, and degree of lead/supervisory responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Registers borrowers, circulates library materials, maintains circulation records, collects fines, and performs a variety of circulation duties using the library computer system.
2. Processes Interlibrary Loan requests; receives and processes requests from members of the OCLC Network; maintains Interlibrary Loan records; packages and mails requests and materials borrowed from other libraries.
3. Performs advanced reference interviews and assists patrons in obtaining requested information and materials.
4. Participates in planning and presenting adult Library programs.
5. Assumes responsibility for the operation of the Library in the absence of a Senior Librarian.
6. Assumes the duties of the Office Manager in their absence, which includes processing invoices, maintaining financial and personnel records.
7. Checks and corrects cataloging records received from vendors for library materials; checks Dewey classification numbers assigned by vendor and adapts them to local practices.

8. Chooses appropriate catalog records from OCLC or other bibliographic utilities for permanent library materials; assigns Dewey classification numbers and uploads the records to the computer catalog.
9. Maintains library's holdings on regional bibliographic utility.
10. Maintains or participates in the maintenance and design of the library website or designated library web pages.
11. Trains and supervises the work of library pages; may lead the work of lower level library staff.
12. Performs routine and regular maintenance on software programs for library computers.
13. May occasionally write a book review or library-related column for the newspaper.
14. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a library.

Principles of supervision.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Operating characteristics and care for a variety of library equipment including computer terminal, printer, copier, microfilm and microfiche readers.

Bibliographic search methods and techniques.

Principles and procedures of record keeping and filing.

Basic accounting and cash handling techniques.

Principles and techniques of customer service.

English usage, spelling, grammar, and punctuation.

Basic bookkeeping, record keeping and accounting practices.

Familiarity with MARC records.

Cataloging and Dewey Decimal classification techniques.

Desktop publishing and website maintenance.

Ability to:

Oversee and participate in the physical maintenance of library materials.

Process all incoming material and enter into various databases.

Provide assistance and respond appropriately to requests and inquiries from patrons.

Effectively present information in person or on the telephone.

Adapt to changing technologies and learn functionality of new equipment and systems.

Perform a variety of library support duties and activities.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Design, create, and maintain web pages.

Maintain accurate and complete records and files.

Work independently in the absence of supervision.

Communicate on a one-to-one basis with both adults and children.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in library science or a related field.

Experience:

Three years of increasingly responsible library or customer service experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions 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 job functions.

Environment: Work is performed primarily in a library and office setting; full or part-time, flexible schedule with some evening or weekend work; regularly interacts with the general public including contacts of a complex or occasionally adversarial nature.

Physical: Primary functions require sufficient physical ability and mobility to work in a library setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

License: Must possess a valid Alaska driver license.

Grade: 3-44

Job Position Code: 38819

Union: Yes/GGU

FLSA: Non-Exempt

Date Approved: February 12, 1992

Date Amended: February 10, 2006

Date Amended: June, 2007 (*Johnson & Associates*)

Date Amended: August 2019

Date Amended: September 2021

Date Amended: December 2022

Human Resources Manager Approval

City Manager Approval