

**City of Alamosa  
Job Description**

**LIBRARY ASSISTANT  
Revised 2/2/12**

General Statement of Duties: Reshelves materials, maintains library stacks, and assists patrons at the Circulation Desk.

Supervision Received: Works under the general guidance and direction of the Library Manager. May receive task assignments from staff librarians.

Supervision Exercised: None.

Essential Functions:

- **Shelving:** Inspects returned materials for damage, defects, and missing parts. Organizes materials according to classification for shelving. Shelves materials in the proper classification area in the stacks
- **Collection Maintenance:** Reads shelves for improper placement, maintains special collections and displays, and removes litter. Assists in inventorying and weeding library materials in accordance with the collection development policy.
- **Customer Service:** Assists at the circulation/reference desk, helps/trains patrons with computer issues, and assists in opening and closing procedures. Places a high priority on quality customer service and demonstrates continuous effort to improve operations.

Required Knowledge, Skills, and Abilities:

Knowledge of:

- Modern office equipment.
- Basic arithmetic.

Ability to:

- Understand and follow oral and written instructions in the English language.
- Operate a personal computer to enter and retrieve information.
- Work cooperatively with other city employees and the public, often under stressful circumstances.
- Communicate orally and in writing with co-workers and the public in a tactful and courteous manner, both in person and by telephone.
- Learn library organization and layout and develop familiarity with the Dewey Decimal Classification system.
- Work days, evenings, and weekends.
- Perform alphabetical and numerical filing.
- Learn job-related material primarily through oral instruction and observation.

- Operate a variety of equipment, such as computers, printers, scanners, ladders, step stools, dollies, book trucks, typewriter, telephone, fax, cash register, paper cutter, and copy machine.
- Work safely without presenting a direct threat to self or others.

Required Physical Capabilities:

- Move and carry books, push or pull book trucks, and to shelve and remove books from stacks of varying heights.
- Dexterity to allow general reaching, handling, and grasping of library materials and routine office items.
- Hear within the normal range and see well enough to work with item classification labels.
- Must be able to reach to the top of library stacks either from the floor or by standing on a movable stool and access the bottom shelves of the stacks by stooping, bending, or kneeling.

	not at all	occasionally	1-3 hrs.	4-6 hrs.	7-8 hrs.
<b>Lift/Carry</b>					
0-10 lbs			XX		
11-20 lbs.			XX		
21-40 lbs		XX			
41-60 lbs.	XX				
<b>Push/Pull</b>					
0-20 lbs.			XX		
21-25 lbs.			XX		
26-50 lbs.			XX		
51-75 lbs.		XX			
76-100 lbs.		XX			
<b>Bending</b>			XX		
Overhead reaching			XX		
Twist/Turn			XX		
Kneel/Squat			XX		
Sit			XX		
Stand/Walk			XX		
Ladder/Stair Climbing		XX			
Rotate activities/positions			XX		

Acceptable Education and Training: Must be high school graduate or equivalent. Some formal training or experience with computer software and hardware preferred. Bi-lingual desirable.