



SAN JUAN COUNTY

JOB DESCRIPTION

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| Job Title: Librarian Assistant | Step: 1 |
| Department: Library | Grade: 1 |
| Effective Date: September 2016 | |
| Revision Date: September 2016 | FLSA Status: Non-Exempt |

General Purpose

Perform general library duties which involve patron service, collection shelving and maintenance, basic research, and duties assigned by supervisors.

Supervision received:

Works under the general supervision of the Branch Librarian and Lead Librarian.

Duties:

- Respond to basic requests and inquiries from library patrons and visitors, including, but not limited to, assisting patrons locate materials, as well as with computer use;
- Operate a variety of library equipment such as telephone, FAX, computers, copiers, scanners;
- Maintain all library materials in good working order and usable condition;
- Basic cash handling;
- Assist with special programs and events.
- Other tasks as assigned by supervisors.

Minimum Qualifications:

- At least 18 years of age;
- High School Graduate or equivalent;
- Willing to work evenings and Saturdays;
- Willing to work amiably with the public and fellow staff members;
- Able to learn alphabetization and book shelving;
- Able to pay attention to detail;
- Able to work independently, after training;

- Must have basic keyboarding and computer skills, and be able to learn new computer skills and software;
- Must have a current Utah ID.

Physical Demands:

Tasks often involve standing or sitting for extended periods of time, including extended periods of time at a keyboard or workstation. The employee must be able to use hands for gripping; bend over; lift, and/or move up to 30 pounds, with or without assist equipment.

Sensory Requirements:

The employee must be able to speak and hear clearly. Specific vision abilities include close vision, distance vision, and color vision, with or without corrective lenses.

Working / Environmental Conditions:

Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, electrical currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Working Hours:

This is a part time position with no benefits attached. There are no guarantees of a specific number of hours, and may vary according to scheduling and availability. Every effort will be made to keep hours below 29 hours per week.

This description lists the major duties and requirements of the job and is not all inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.