



The City of Marshalltown is an equal opportunity employer

Position Announcement

24 N Center Street, Marshalltown, IA 50158

Ph 641-754-5704

www.ci.marshalltown.ia.us

hr@ci.marshalltown.ia.us

Position:	Library Assistant I, Part Time
Department:	Marshalltown Public Library
FLSA Classification:	Hourly, Part Time
Civil Service Classification:	Not covered by Civil Service
Union Classification:	Not covered by Bargaining Unit
Rate of Pay:	\$13.06 per hour
Hours:	Up to 20 hours per week. Applicants must be available to work evenings and weekends.
Application Deadline:	Monday, May 1, 2017 at Noon
Application Process:	All applicants must submit the following:

City of Marshalltown Employment Application. Applications are available online at www.ci.marshalltown.ia.us, at City Hall, 24 N Center Street, and at the Marshalltown Public Library, 105 W Boone St. Completed employment applications should be submitted electronically to the Library Director at rosenblum@ci.marshalltown.ia.us. Paper applications should be dropped off to the Marshalltown Public Library or mailed to the Library Attn: Sarah Rosenblum, 105 W Boone St, Marshalltown, IA 50158.

General Statement of Duties

Provides a variety of assistance in using the library collection; provides a variety of library operations services.

Distinguishing Features of the Class

This is responsible front line public service and clerical work involving circulation, collection maintenance, and reader's advisory tasks using prescribed procedures and methods. This position also entails clerical and on-line computer work involving Interlibrary Loan, circulation, collection maintenance, clerical, and record keeping duties. These duties may be supervised by the Assistant Director or the Youth Services Director. The varied nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with other library supervisors and staff.

Examples of Essential Work (Illustrative Only)

- Provides circulation center services, talking to library patrons by telephone or in-person on a scheduled or unscheduled basis to answer their questions;
- Trains patrons in using the library's automated catalog;
- Charges out and renews library materials according to current operating procedures;
- Checks in returned materials, assessing for damages, billing patrons according to library procedures, making appropriate adjustments to book or patron status, and preparing materials for shelving;
- Prepares and distributes overdue and lost book notices, including checking shelves for overdue items
- Notifies patrons when items they have requested are ready to be checked out;
- Shelves and keeps shelves in good order;

- Makes changes to bibliographic records and does simple cataloging under the supervision of Cataloger or Library Services Coordinator;
- Applies jackets, labels, etc. to library materials in preparation for their circulation;
- Explains library policies, rules, and procedures to a variety of library users;
- Performs reader's advisory service to a variety of library users;
- Assists in training library pages and volunteers in performing shelving and circulation duties;
- Searches bibliographic utilities and local Dynix System to verify incoming library material requests;
- Obtains materials to be loaned and sends to requesting library;
- Receives and sorts materials borrowed from other library systems and returns loaned materials;
- Keeps accurate statistics of incoming and outgoing interlibrary loan materials;
- Places orders for library materials and checks in materials, as needed;
- Maintains accurate purchase order and invoice records;
- Updates automated on-line library system records when materials are weeded;
- Processes memorial requests, including sending memorial notices, invoicing, preparing book plates, recording in permanent memorial book;
- Orders and maintains office and operating supplies as requested by library staff;
- Attends meetings, conferences, and workshops as requested and authorized;
- Performs related work as required.

Required Knowledge, Skills, and Abilities

- Good knowledge of library processes, policies, and procedures;
- Good knowledge of bibliographic databases, verification tools, and searching methods and procedures;
- Good knowledge of library collection;
- Good knowledge of library circulation systems and procedures;
- Good knowledge of the capabilities and limitations of library processing, database and networking software and the Internet;
- Good knowledge of business arithmetic and statistical preparation and presentation methods and procedures;
- Good knowledge of basic computer operation;
- Good knowledge of Word and Excel office computer software applications;
- Good knowledge of office terminology, procedures and equipment;
- Some knowledge of the Dewey Decimal System of classification;
- Ability to communicate well with supervisor, other members of the library staff, volunteers, and the general public orally, using non-technical language;
- Ability to establish and maintain effective working relationships with other library employees;
- Ability to use logical thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to concurrently perform a variety of ILL, circulation, and clerical tasks under the pressure of time-sensitive deadlines;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to use tact, patience, courtesy.
- Ability to communicate in English.

Acceptable Experience and Training

- Graduation from high school; and six to twelve months education and/or experience in library or related field required;
- Coursework or experience in public library services; and
- Coursework or experience using basic computing applications; or
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

Required Special Qualifications

- Requires working some evening and weekend hours.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with assigned employees, other library staff, and the general public;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written reports and other materials in both hardcopy and electronic form;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and process library materials;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to locate, retrieve, and shelve library materials;
- Ability to push book carts weighing up to 100 pounds.
- Ability to pass employment physicals including drug testing.

Essential Working Conditions

- The noise level in the work environment is usually mild.