



POSITION VACANCY NOTICE
CITY OF KETCHIKAN

DATE: March 27, 2024

SPECIFICS

TITLE: LIBRARY SUBSTITUTES (4 positions)			
DEPARTMENT:	Library	DIVISION:	All
STATUS:	Limited Part-time	HOURS/DAYS:	Monday – Saturday Hours vary
GRADE /STEP:	340/ A	DUTIES:	See attached job description
HOURLY:	\$19.58/Hour	UNION STATUS:	YES
SPECIAL REQUIREMENTS: N/A			

ADVERTISING REQUIREMENTS

Positions are “Open Until Filled”
APPLICATIONS MUST BE RECEIVED BY CLOSING DATE
WHERE: Local Only <input type="checkbox"/> Statewide <input type="checkbox"/> Pacific NW <input type="checkbox"/> National <input type="checkbox"/> Other <input type="checkbox"/>
PUBLICATIONS: Ketchikan Daily News; Job Service; City Website

APPLICANT PROCESSING INSTRUCTIONS

<p>FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT: HUMAN RESOURCES AT (907) 228-5631 OR ON-LINE AT http://www.ktn-ak.us/jobs</p>
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CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

LIBRARY ASSISTANT I

*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 maintaining library materials.

The Library is dedicated to the informational and recreational needs of the public. The Library Assistant I contributes to this mission by assisting patrons in locating educational, professional and recreational materials, by managing the circulation of these materials, managing access to informational resources and by maintaining the order, security and physical condition of the collection and library equipment. The person must perform these duties with a high degree of accuracy, initiative and ingenuity. The Library Assistant I must perform these duties in a manner that reflects positively on the City and the department.

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. Performs circulation desk duties, including checking materials in and out, assisting patrons in locating materials, sending damaged items to be mended, and scheduling library equipment use.
2. Evaluates items prior to being sent to be mended; may perform material mending including binding, hinge, and spine repair, taping tears, and replacing missing pages; creates new covers and replaces dust jackets.
3. Registers patrons and maintains circulation and patron records using the library computer system while maintaining confidentiality of patron records; collects fines and other library charges and adjusts patron records.
4. Performs basic reference interviews and obtains requested information and materials using the library catalog, online databases, and a variety of other electronic and paper resources; assists patrons in obtaining information, or directs questions to other library staff.
5. Assists patrons with library computers, microfiche/film machines, copiers, printers, video equipment and other library equipment.
6. Maintains order of the collection through routine shelf reading, inventory duties, and searching for missing and other problem items.
7. Performs routine cleaning of computers, A/V equipment, and A/V media.
8. Answers and routes telephone communications; routes incoming mail; receives and distributes periodicals.
9. Prepares new materials for circulation; applies spine labels and covers.
10. May create and update book displays.

11. Prepares the library for opening and closing, powering equipment on and off, emptying cash register into the safe, and securing the building.
12. Collects and prepares items for shipment to other local libraries.
13. May be assigned special projects of a technical or research nature such as banners; bibliographies; and/or decorations.
14. Assists with programs.
15. Provides backup to the Library Assistant II and other library staff.
16. 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, practices, procedures, and terminology of a library.
- Book conservation and repair techniques.
- 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, typewriter, printer, copier and microfilm/microfiche readers.
- Bibliographic search methods and techniques.
- Principles and procedures of record keeping and filing.
- Principles and techniques of customer service.
- English usage, spelling, grammar, and punctuation.
- Dewey Decimal classification system.

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.
- Perform a variety of library support duties and activities of a general clerical and routine technical nature.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Operate a cash register and handle money.
- 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.

Experience:

Two years of Library experience preferred.

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 and/or weekend hours; 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.

Grade: 3-40

Job Position Code: 38810

Union: Yes/GGU

FLSA: Non-Exempt

Date Approved: January 27, 2003

Date Amended: 1/27/03

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