



# City of Tempe

## LIBRARY ASSISTANT

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	068	<i>FLSA Status:</i>	Non-exempt
<i>Department:</i>	Community Services	<i>Salary / Hourly Minimum:</i>	\$14.980288
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$20.223558
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Library Specialist II+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Administrative Support

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives general supervision from higher level library staff or from other supervisory or management staff.

May oversee duties of temporary employees and volunteers.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Requires experience involving frequent public contact in a service or sales capacity; and basic computer skills including word processing. Experience in automated library systems as well as cash handling experience is desirable.
<i>Education:</i>	Equivalent to completion of the twelfth grade.
<i>License / Certification:</i>	None

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of clerical library work in support of activities such as patron assistance, account maintenance, and technical services.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Receive cash, check, and credit card payments from the public using point-of-sale computer system.
- Prepare daily financial transaction summary report; reconcile cash till to report.
- Collect and count revenue from vending devices.
- Prepare deposits for bank.
- Handle complex customer service problems such as resolving fee disputes and questions about library transactions.
- Determine patron eligibility and verify information for library accounts; enter data into library computer system; issue library cards.
- Answer questions and provide information about general library services.
- Assist patrons in the use of library technology equipment and basic computing functions.
- Receive materials for addition into library collections. Verify accuracy of packing lists.
- Load bibliographic records into library computer system; Create and edit item records; Process materials for withdrawal from collections.
- Process interlibrary loan requests.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

#### COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking

Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> <a href="#">City of Tempe, AZ : Competencies</a></p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i> <i>Reviewed October 1995</i> <i>Revised September 2001 (Title Change, duty review, range adjustment)</i> <i>Revised September 2006 (update min quals)</i> <i>Revised April 2017 (update job duties)</i></p>