



CITY OF BARTLESVILLE

LIBRARY ASSISTANT (Part-Time) – Public Library

JOB SUMMARY

Under general supervision, assists patrons with their informational and/or directional questions in an efficient and courteous manner. Answers reference, readers' advisory, informational and directional questions in person or by telephone utilizing print sources, online catalog, databases, the Internet and other electronic sources. Conducts tours of department or Library for visiting groups, including school classes that utilize the library for class assignments. Leads story times when needed. Positively interacts with people of all ages and temperaments. Checks patron's materials in and out. Conducts instruction with patrons in the use of Library equipment and material(s), especially the use of computer terminals and software applications. Participates in Library work teams as appropriate. Assists patrons with questions regarding procedures, programs and policies of the library. Guides area elementary, secondary and college students in obtaining information and data for special reports, projects, and/or homework assignments. Maintains collections by shelving materials in their correct location. Assists in other Library areas as needed. Performs other duties as assigned. Defends the principles of the Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, the privacy of library users' records, and the code of professional ethics.

DESIRABLE QUALIFICATIONS

Education and Experience: Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Experience working with youth and familiarity with library classification is preferred. Bachelor's degree preferred. **Licenses and Certifications:** Public Library certification (support-staff track) through the Oklahoma Department of Libraries in preferred. **Knowledge:** All computer applications including hardware and software related to the performance of the essential functions of the job. Types of fictions, music genres and reader services. Appropriate literature, both current and forthcoming in Reference Department. Dewey Decimal System. General library procedures, policies and practices, as well as basic knowledge of routine office equipment. Standard business arithmetic, including addition and subtraction. Standard Reference book texts, Indices, Atlases, etc. to facilitate customer interaction. At least a superficial knowledge of Local/Family History Department and its collection. **Skills In:** Using tact, discretion, initiative and independent judgment within established guidelines. Using a computer terminal to accurately and rapidly enter and retrieve data and information. Typing at a rate of 40 net words per minute. Communicating clearly and effectively, both orally and in writing. **Mental and Physical Abilities:** Ability to provide assistance to the public. Ability to provide effective service and communicate with patrons and staff. Ability to understand and carry out instructions, giving close attention to detail and accuracy. Ability to deal with problems involving several concrete variables in standardized situations. Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth. While performing the essential functions of the job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 10 pounds. While performing the essential functions of the job, the employee is frequently required to lift and/or move up to 25 pounds. **Working Conditions:** Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

HOW TO APPLY: Submit application to Human Resources, 2nd Floor, City Center, 401 S. Johnstone Ave., Bartlesville

Applications will be accepted from January 28, 2019 through February 22, 2019 or until filled.

Salary for this position is \$8.00 per hour. Position works approximately 29 hours per week. Most of the hours are evenings and weekends. Schedule must be flexible.

AN EQUAL OPPORTUNITY EMPLOYER

City of Bartlesville

401 S. Johnstone Ave / Bartlesville, Oklahoma 74003 / (918) 338-4277