



CITY OF BARTLESVILLE

LIBRARY ASSISTANT CIRCULATION (Part-Time)

JOB SUMMARY

Under general supervision, assists in serving the public with information and materials needed; waiting on customers; answering a variety of questions; handling complaints; checking in/out materials; issuing library cards; entering data into computer system; receiving payments and issuing receipts; making decisions that require knowledge of established both city and library policies and circulation procedures. Participates in Library work teams as appropriate. Assists in other Library areas as needed. Performs other duties as assigned.

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 library materials and knowledge of the Dewey decimal system is helpful. Previous experience working with the public is required. **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. General library procedures, policies and practices, as well as basic knowledge of routine office equipment. Standard business arithmetic, including addition and subtraction. **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 applications online at the City of Bartlesville's website under the 'Jobs' tab.

Link listed below:

<https://www.cityofbartlesville.org/city-government/human-resources/employment-application/>

Applications and transfers will be accepted from December 14, 2020 until position is filled.

Salary for this position is \$8.00 per hour. Position works approximately 29 hours per week. A portion 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