



CITY OF BARTLESVILLE

LIBRARY ASSISTANT TECH SERVICES (Part-Time)

JOB SUMMARY

Under general supervision, assists in serving the public with information and materials as needed, completes reports utilizing computer, receives and processes invoices into the computer for new materials(s); makes bibliographical changes to records, enters correct information on materials into computer; physical processing of materials including attaching bar codes and spine labels, repairs materials as needed, prepares materials for circulation, processes donations, withdrawing materials as needed, serves as troubleshooter and backup staff person. 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 a comprehensive knowledge of the Dewey decimal system and a basic knowledge of library cataloging is helpful. **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: Visit City of Bartlesville Website at www.cityofbartlesville.org. Go to the "Jobs" tab at the top of the page. Click on "Application for Employment". Complete & submit the application online only.

Applications will be accepted from June 22, 2021 through July 6, 2021 or until filled.

Salary for this position is \$8.50 per hour. Position works approximately 25 hours per week. The majority of the hours are 8-5 M-F but flexibility will occasionally be required.

AN EQUAL OPPORTUNITY EMPLOYER

City of Bartlesville

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