



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

DIVISION OF PERSONNEL

DONALD R. GREBIEN
MAYOR

DON ZIMMERMAN
DIRECTOR OF HUMAN RESOURCES

EXTERNAL JOB POSTING

The City of Pawtucket is posting the following vacancy in Local 1012 AFSCME:

	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Library	Library	Librarian Assistant I- (Circulation)-Part Time	A00-\$16,221.38- \$17,652.20

Hours: Tuesday, Wednesday, Thursday 9am to 1pm and Friday 9am to 5pm.

Minimum Requirements:

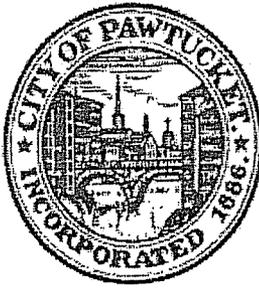
- **High School diploma or equivalent (copy must be provided);**
- **Successful candidate must be able to use equipment and software used in the field; and**
- **Must be able to type a minimum of 35 words per minute.**

TO APPLY FOR THIS POSITION:

Please provide a resume, a City of Pawtucket employment application, and a copy of your most recent diploma. Please email the entire packet to: claird@pawtucketri.com

Application Period: December 8, 2016 – Until filled

The City of Pawtucket is an Equal Opportunity Employer and fully complies with the Americans with Disabilities Act.



CITY OF PAWTUCKET Job Description

Job Title: LIBRARY ASSISTANT I – Circulation Part-Time
Department: LIBRARY
Reports To: IMMEDIATE SUPERVISOR
Pay Grade: A00
Prepared By: Susan Reed
Prepared Date: November 25, 2015
Approved By:
Approved Date:

SUMMARY

Performs functions in the Circulation Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following and other duties that may be assigned.

- Performs circulation procedures of checkout, check-in, sensitizing/desensitizing and places holds.
- Maintains work area in good order.
- Registers borrowers for library cards by entering information into the patron database and files applications.
- Answers inquiries of nonprofessional nature and assists patrons in using copier and OPAC. Refers persons requiring professional assistance to librarian. Provides information to the public about events held at the library, library services, community information, and registers them for library programs.
- Collects fines and makes change.
- Listens to complaints of patrons and explains library policies. If unable to solve complaints route them to supervisor.
- Signs up patrons to use study rooms, typewriter and validates parking tickets.
- Shelf reads materials in the library's collection to make sure it is in proper order.
- Answers telephone and directs calls.
- Empties book drops
- Sells merchandise and tickets for library and the city.
- Retrieves library materials from shelf and processes them for delivery to requesting libraries.
- Unpacks and checks-in material returned from other libraries.
- Processes overdue notices for mailing to library patrons.
- Answers questions from library users about their circulation record.
- Sorts returned materials according to classification code and need for repair, and return them to shelves, files or other designated storage area according to library classification system.
- Discards materials from the library's collection.

- Performs inquiries in the computer to check on the status of patrons and the status and location of titles.
- Creates “fast adds” in database when materials are not entered in the database.
- Fills out statistical forms.
- May work in other library departments if needed.
- Straightens up certain areas in library.
- Performs opening and closing procedures.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to type 35 words per minute.

EDUCATION and/or EXPERIENCE

High School diploma or general education degree (GED): preferably supplemented by courses in library science, knowledge of library circulation procedures or an equivalent combination of education and experience. Successful candidate must be able to use equipment and software used in field and type 35 words a minute.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively, tactfully and courteously with library customers and employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to function as a member of a team to achieve library goals and objectives.

CERTIFICATES LICENSES REGISTRATIONS

None Required

PHYSICAL DEMANDS

The physical demands described here 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 functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is frequently required to stand, walk, use hands to finger, handle or feel, climb or balance, stoop, kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception. Employee must be able to use a computer keyboard.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, numerous people talking at normal levels.