



## 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

### INTERNAL/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- Part Time (19 hrs)	U01-\$17,082.33

**Hours: 19 Hrs. per week, weekdays between 9 am and 5 pm.**

**Minimum Requirements:**

- High School diploma or GED equivalent (copy must be provided);
- Basic computer skills and knowledge of computer keyboard, plus clerical experience;
- Must be able to type a minimum of 35 words per minute.

See job description for further information.

**To apply for this position:**

- Please complete a City of Pawtucket employment application, which can be found at [www.pawtucketri.com](http://www.pawtucketri.com) under employment opportunities (bottom of first page),
- Include a cover letter and resume,
- Copy of High School Diploma or GED.
- Email entire package to [claird@pawtucketri.com](mailto:claird@pawtucketri.com)

**Internal Applicants**

Application period: November 17, 2017- November 29, 2017

**External Applicants**

Application period: November 17, 2017- until filled

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

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## CITY OF PAWTUCKET Job Description

**Job Title:** LIBRARY ASSISTANT I/PT  
**Department:** LIBRARY  
**Reports To:** IMMEDIATE SUPERVISOR  
**Pay Grade:** U01  
**Prepared By:** SLR  
**Prepared Date:** January 2008  
**Approved By:** SLR  
**Approved Date:** January 2008

### **SUMMARY**

Performs functions in the Technical Service Department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following and other duties may be assigned.

- Maintains work area in good order.
- Answers telephone.
- Prepares material acquired by the library for circulation and in building use.
- Uses computer for various tasks including making labels and material covers.
- Deletes materials from the library's computerized database and processes the materials for discard.
- Repairs material
- Prepares material to be sent to the bindery, and maintains binding record.
- Keeps records of material added and discarded and enters this information on statistical forms.
- Changes items from one collection to another.
- May work in other library departments if needed
- Must have the ability to type at least 35 words per minute and a typing test will be administered.

### **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.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); basic computer skills and knowledge of computer keyboard plus some experience in clerical work.

### **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. Must be able to use a computer keyboard and other equipment used by this department.

### **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.