

HEWITT TEXAS

Job Title: Library Administrative Assistant

Department: Library

Location: Hewitt Public Library

Reports to: Library Manager

Date: 3/13/2018

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| Grade: 10 | Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern | Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt | Safety Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
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Job Summary: Under the supervision of the Library Director, performs a wide variety of clerical work related to the operation in all areas of the library, and assists with programs to the general public.

Essential Functions: Provide clerical support in assigned areas for various library programs including but not limited to circulation, public computers, cataloging, and technical services. Perform opening and closing procedures. Operate the circulation desk. Charge and discharge library materials in accordance with established library policies and procedures. Carry, shelve, and label books. Collect fines and fees. Unpack shipments of new books. Execute and perform library inventory via the current library software.

Provide customer service through activities that include greeting and directing library patrons, answering the desk phone, assisting the public in selecting and locating library materials and using the public access catalog training, assisting patrons with internet usage, making copies for patrons, entering new patron information into computer and issuing library cards, and sending overdue notices.

Provide administrative support to the Library Director by facilitating work schedules and maintaining P-cards; sorting library mail, preparing purchase orders, preparing correspondence, purchasing supplies, and arranging equipment repair and service. Manage the library in the absence of supervisory staff.

Under the direction of the Library Director, coordinate advocacy activities within the city, county, and state in conjunction with the Friends of the Hewitt Public Library; establish contacts and working relationships in the community with other organizations and agencies that focus on education, literacy, services to seniors, English as a second

language, and pre-school children, and prepare deposits as necessary to maintain such relationships. Act as the publicity coordinator to promote the library programs and activates. Create flyers, posters, and other publicity pieces. Maintain a current list of media outlets in the area as well as calendars for publicity. Assist the Library Director in finding supplementary funding and partnerships, including grants. May write and/or administer grants.

Perform other related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: Knowledge and keen interest in books and information; ability to plan, develop and organize activities; ability to communicate effectively and courteously with patrons; ability to operate moderately complex computer automated library system; knowledge of library circulation duties; knowledge of internet; knowledge of personal computers. Must be able to communicate effectively in English, both in person and in telephone conversations. Must have visual ability to see computer screens. Requires good hand dexterity for computer and attention to detail. Ability to count money and make change. Ability to use Microsoft Word and Excel.

Required Education, Experience, and Qualifications: High School Diploma or GED. A Valid Class C Driver's License.

Preferred Education, Experience, and Qualifications: Experience using automotive library software.

Physical Requirements:

Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

| Sedentary <input type="checkbox"/> | Light <input type="checkbox"/> | Medium <input checked="" type="checkbox"/> | Heavy <input type="checkbox"/> | Very Heavy <input type="checkbox"/> |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Sit and stands for extended periods of time. Frequent reaching, talking, seeing, hearing, and manual dexterity. Occasional lifting and carrying up to 50 pounds. Must have visual ability to see computer screens. Requires mental alertness, focus, and attention to details.

Machines, Tools, and Equipment: Equipment utilized includes personal computer, copier, calculator, fax machine, cash register, personal digital assistant, other standard office equipment, and personal or department vehicles.

Expected Hours of Work: Must be available to work varied schedules that may include evenings and weekends.

Work Conditions/Environmental Factors: The essential functions of this position are performed in an indoor office setting at the library, in a frequently dusty atmosphere with potential exposure to airborne pathogens. Occasional exposure to the outdoors for library programs and activities.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____