



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Library Assistant - Youth Services	LAST UPDATED:	10/26/2016
DEPARTMENT:	Library	JOB CLASS:	
REPORTS TO:	Youth Services Manager	FLSA DESIGNATION:	Non-Exempt

Summary: Under general supervision of the Youth Services Manager, assists in providing, activities and assistance to customers for the Youth Services division of the Library.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Provides high level of customer service to the public, subordinates, associates, and supervisors.
- Responds to requests for reference information from library customers.
- Prepares library displays.
- Assists customers with finding library materials.
- Assists customers in the use of library resources.
- Creates, develops, promotes and implements programs and activities for the Library's Youth Services division.
- Recommends books and audiovisual materials to customers related to area of assignment.
- Enters information, maintains, updates, researches, and corrects errors in databases.
- Assists with recruitment, training and scheduling of volunteers.

Other Important Duties:

- Assists and backs up other areas as assigned.
- May travel to attend meetings, conferences and training.
- Performs other related duties as assigned.
- May be required to work extended hours on evenings and weekends.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of library services, programs, research and resources specific to area of assignment.
- Knowledge of the educational, developmental, and interest levels of different populations served.
- Knowledge of customer service methods and techniques.
- Knowledge of computers and related equipment, hardware and software to perform data entry, review, retrieval and research.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in utilizing Internet web sites, professional publications, reference materials and technical assistance telephone numbers to find answers to technical and informational inquiries.
- Skill in resolving customer complaints and concerns.

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Preferred Education, Experience, and Certifications:

- Bachelors Degree, **and** one (1) year of library experience; **or** equivalent combination of education and experience.
- Preference given to applicants that are proficient in written and verbal Spanish.
- Must pass a pre-employment drug screen, criminal background and MVR check.
- Must possess valid State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in a public library environment.

Physical Demands

This work typically requires the following physical activities to be performed.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	X	Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.		Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.	X	Visual Acuity 2 - color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 - operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.		Walking - on foot to accomplish tasks, long distances, or site to site.	

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Work Environment

Work performed is primarily:

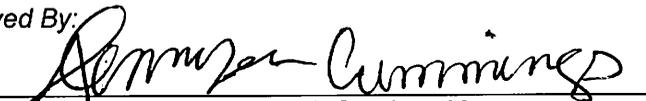
(X = Primary type of work performed)

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	X
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

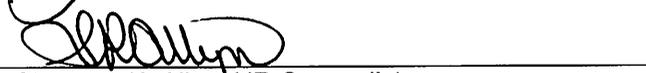
Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copiers, calculators, fax machines, cash registers, book trucks, multi-line telephone and other standard office equipment.

Approved By:



 Jennifer Cummings, Youth Services Manager



 Shannon K. Allyn, HR Generalist

10/21/16
 Date

10/26/2016
 Date