

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Library policies, procedures and practices.
The Dewey decimal classification system.
Library classification, books and authors.
Basic supervision techniques.

Skills in:

Customer service.
The use of personal computers and automated library systems.

Ability to:

Communicate effectively verbally and in writing.
Operate an automated library circulation system.
Operate a multi-line phone system and automated cash register.
Interpret and enforce library policies, procedures and regulations.
Perform basic mathematical calculations.
Provide good customer service.
Establish and maintain effective working relationships with City staff and the general public.
Provide effective lead supervision, train and develop staff.

WORKING CONDITIONS:

The employee is expected to repetitively process, lift and move library books and push heavy library carts. Exposure to potentially hostile persons or situations.

MINIMUM QUALIFICATIONS:

High school education and college level course work in library technology or a related field, or two years experience working in a library setting.
Any equivalent combination of training and experience, which provides the necessary knowledge, skills and abilities, is qualifying.

SPECIAL REQUIREMENTS:

May be required to work evenings, weekends and holidays.