



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 901.2

Job Title: **LIBRARY ASSISTANT**

Pay Grade: 5

### **GENERAL SUMMARY:**

Performs general checkout and check-in services in the library department. Also performs filing, shelving, and miscellaneous clerical duties.

### **RESPONSIBILITIES:**

- Checks out and receives various library books and materials utilizing a computerized system.
- Shelves and retrieves books, newspapers and periodicals.
- Processes library card applications, calculates and adjusts book fines and maintains related inventory control.
- Mends and repairs various library materials.
- Informs the public regarding library policies and procedures.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Ability to read, write, add, subtract and follow oral and/or basic written instructions as might normally be acquired through 9 to 11 years of formal schooling. No special knowledge of any subject area or technical field is required.

#### **EXPERIENCE:**

No experience is required.

#### **COMPLEXITY:**

Work consists of routine and repetitive tasks, processes or operations requiring the selection and execution of simple actions.

#### **IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

#### **SUPERVISION EXERCISED:**

##### **Direct Supervision:**

No direct report employees.

##### **Indirect Supervision:**

No indirect reports.

## **SPECIFICATIONS: (continued)**

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

Library Assistant  
Senior Library Assistant  
Library Assistant Supervisor

*Effective: October 1990*

*Revised: March 1992*