



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 901.4

Job Title: **SENIOR LIBRARY ASSISTANT**

Pay Grade: 9

GENERAL SUMMARY:

Assists the general public in proper library utilization and provides an array of support services.

RESPONSIBILITIES:

- Assists the general public with general information, film and video bookings and document retrieval.
- Repairs damaged library materials, prepares material for bindery.
- Inspects and processes new library materials (indexing and shelving) and performs data entry for inventory control.
- Maintains equipment and machines.
- Files business services, microfiche, etc.
- Processes library card applications; calculates and adjusts book fines.
- Checks out and in library materials utilizing a computerized system.
- Performs general clerical functions; e.g., filing and light typing.
- Performs miscellaneous tasks as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

EXPERIENCE:

One year of library or clerical experience is required.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

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