



CITY OF KENAI
invites applications for the position of:

Library Assistant / Youth Services Coordinator

SALARY:	\$22.08 - \$23.74 Hourly
DEPARTMENT:	Kenai Community Library
OPENING DATE:	06/24/22
CLOSING DATE:	07/08/22 05:00 PM
JOB DESCRIPTION:	

The Library Assistant is a para-professional and administrative position within the Kenai Community Library. The Assistant performs a broad range of library, clerical and administrative support activities working under the direction and supervision of the Library Director. The Assistant may occasionally lead other Library employees and volunteers. The position requires daily contact with the public, other City employees, and outside agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist the public, staff, and volunteers in the use of library facilities, equipment, programs, services, collections, and other resources online, over the phone, and in person.
2. Provide circulation assistance, including but not limited to checking out and discharging library materials, registering patrons for library cards, assisting patrons in resolving account issues, processing holds and locating materials. Respond to and resolve difficult situations in a courteous, efficient, and timely manner.
3. Process interlibrary loan and transit requests, including but not limited to packing and mailing items, tracking postage, and notifying patrons.
4. Participate in the development and coordination of library programs, services, and outreach, depending on the assigned area (e.g., youth services, adult services, general services), including story times, book clubs, craft time, science clubs, workshops, and other activities.
5. Recommend library materials for acquisition, making appropriate use of reviews and recommended purchase lists depending on the assigned area.
6. Prepare and distribute publicity and promotional materials, including but not limited to signs, flyers, monthly calendar and newsletters, brochures, and advertising. Assist with management of social media platforms and updating the library's webpage and social media sites; communicate special events and other topics of interest.
7. Assist library patrons, including but not limited to providing basic reference and readers advisory services, assistance with accessing the internet, word processing, online catalog, and basic technology troubleshooting support.
8. Verify identification documentation and issue library cards to new patrons.
9. Compile a variety of library statistics and other data as assigned.
10. Perform routine technical processing such as labeling, covering, and repair of library materials and copy cataloging of library resources in all formats and collection management tasks as assigned.
11. Maintain strict confidentiality of privileged communications and information and comply with privacy laws and regulations. Errors in judgment could substantially impact the Library's resources and public acceptance of programs, protection of patron confidentiality, personnel, and facilities.
12. Establish and maintain effective working relationships with colleagues, vendors, organizations, City employees, and the general public.
13. Attend Department training and other continuing education programs.
14. Perform tasks with minimal or no supervision and complete projects independently and in team situations within established time frames and with constant interruptions.
15. Have regular, reliable, and predictable attendance at work.
16. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

1. A degree from an accredited college or university in a related field or any combination of training and experience that provide the applicant with the knowledge, skill, and ability to perform the essential job functions.
2. Two (2) years of experience working in a library setting.

3. The applicant (or employee after hire) may be subject to background investigations, including but not limited to a criminal background check.
4. Must be available to work varying schedules including weekends, holidays, and evenings.

DESIRABLE QUALIFICATIONS:

1. A Masters in Library Science (MLS), Masters in Library Information Science (MLIS), or other library experience.
2. Advanced experience in library procedures and demonstrated competence in using library technology and in using personal computers.
3. Basic knowledge of library automations systems and specific knowledge of SirsiDynix Symphony system and Ohio Collect Library On-Line Computer Library Center (OCLC) systems training is preferred.
4. Supervisory and/or administrative experience.

WORKING ENVIRONMENT The work environment is typically in an indoor office and community room setting, adequately heated, lighted, and ventilated. The Assistant works mostly during the daytime but occasionally is required to work at night and during the weekend. The employee has work duties that require travel to other locations as needed.

PHYSICAL DEMANDS While performing the duties of this job, the employee is frequently required to use hands and fingers dexterously (e.g., operate computers, telephones, photocopiers, microfiche, keyboards, scanners, and other general office equipment); to communicate orally in person and on the telephone; is regularly required to sit, stand, walk, stoop, crouch, bend, lift, and reach with hands and arms; and to push carts loaded with books. The employee must occasionally exert up to 40 pounds of force, including lifting boxes of books, and must occasionally use step ladders up to 2-3 feet in height. Specific vision abilities required include color, close, and peripheral vision. The employee must be able to hear and to talk and to communicate verbally in-person as well as on a telephone.

MISCELLANEOUS INFORMATION The City of Kenai is an equal opportunity employer. Employment is based on qualifications free of personal and political considerations, with equal opportunity for all with no discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood, genetic information or any other basis prohibited by law.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kenai.city>

Position #00180
LIBRARY ASSISTANT / YOUTH SERVICES
COORDINATOR
CC

210 Fidalgo Ave
Kenai, AK 99611
(907) 283-8223

ccunningham@kenai.city

Library Assistant / Youth Services Coordinator Supplemental Questionnaire

- * 1. Do you have a degree from an accredited college or university in a related field or any combination of training and experience that provide the applicant with the knowledge, skill, and ability to perform the essential job functions? If yes, please explain.
- * 2. Do you have two (2) years of experience working in a library setting? If yes, please explain.
- * 3. Are you available to work varying schedules including weekends, holidays, and evenings?
 Yes No

* Required Question