

# HEWITT TEXAS

---

**Job Title:** Summer Library Assistant

**Department:** Library

**Location:** Hewitt Public Library

**Reports to:** Library Director

**Date:** 3/12/2018

<b>Grade:</b> 9	<b>Type of Position:</b> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Intern	<b>Classification:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<b>Safety Sensitive:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
-----------------	---	---	--

<p><b>Job Summary:</b> Under the general supervision of the Library Director, assist with circulation, public computers, special projects, cataloging and technical services, and perform related work as required. This is a temporary part-time hourly staff position with a work schedule that requires availability to work evenings and weekends.</p>
<p><b>Essential Functions:</b> Operate circulation desk. Perform clerical duties to assist patrons. Carry and shelve books. Process and handle receipt of new books. Assist patrons with research and in selecting/locating library materials. Operate the library independently when other staff is unavailable. Communicate effectively and courteously with others. Provide excellent customer service. Perform all duties in conformance to appropriate safety and security standards. Punctuality and regular attendance is required. Perform other related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>
<p><b>Competencies:</b> Knowledge and keen interest in books and information. Knowledge of computers to assist patrons with computer needs. Knowledge of library circulation duties. Knowledge of internet and personal computers. Ability to communicate effectively, professionally, and courteously with patrons. Ability to operate moderately complex computer automated library system. Ability to work independently in the absence of specific instruction or supervision. Work cooperatively with all employees and volunteers.</p>
<p><b>Required Education, Experience, and Qualifications:</b> High school diploma or GED. Possess a valid Texas driver's license.</p>
<p><b>Preferred Education, Experience, and Qualifications:</b> Library experience. Experience using Follett Solutions Software.</p>

**Physical Requirements:** Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

<b>Sedentary</b> <input type="checkbox"/>	<b>Light</b> <input type="checkbox"/>	<b>Medium</b> <input checked="" type="checkbox"/>	<b>Heavy</b> <input type="checkbox"/>	<b>Very Heavy</b> <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Sitting, standing, stooping, bending, and lifting/moving books and carts up to 50 pounds.

**Machines, Tools, and Equipment:** General office equipment and vehicle

**Expected Hours of Work:** Various hours to include evenings and weekends.

**Work Conditions/Environmental Factors:** Generally works in a climate controlled indoor environment. Some exposure to outdoor elements. May be exposed to dust and odors.

***This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice***

Employee Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_