



# HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, Burlington, VT 05401

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## Library Assistant I Fletcher Free Library

**POSTING DATE: 10/06/2014**

**DEADLINE TO APPLY: 10/20/2014**

**RATE OF PAY: \$17.07hr**

**POSITION STATUS: Regular Part-Time 23hrs/wk**

**EXEMPT/NON-EXEMPT: non-Exempt**

**CLASSIFICATION GRADE: 12 AFSCME**

**APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE**

This position is responsible for performing patron service and general clerical work at the circulation, and the Acquisitions Department of the Library.

### ESSENTIAL FUNCTIONS:

- Greet and respond to patron requests for information and materials and assistance in person, by telephone or via the Vermont Automated Library System.
- Provide general patron orientation to Library collections and use of the Library
- Direct patrons to appropriate public service desks or other library staff as needed to best meet the patron needs.
- Maintain decorum for the library per library policies and procedures.
- Provide a variety of patron services using a fully integrated automated library system, including but not limited to; entering patron data, such as name and address and issuing library cards; recording changes of address/name and using the notes field to record special circumstances, charging library materials in-and-out.
- Processing overdue notices and bills to meet deadlines set forth by library systems administrator; including but not limited to; telephoning delinquent accounts.
- Receiving fines and donations and crediting patron accounts.
- Searching the automated card catalog to place holds; and process reserves and patron requests for information; renewing library books and materials for patrons in-house or over the telephone.
- Perform voter registrations.
- Answer phone calls, phone requests, take and distribute messages.
- Research, receive order and expend and process library books and materials including tracking of periodical in a computer program called δTrackerö.
- Responsible for assisting administrative department with processing weekly payroll, statistical tracking for grant writing.
- Responsible for ordering supplies for the library including but not limited to; processing vouchers, receive and verify supply orders with co-director for approval of associated costs and develop and maintain ordering supply forms with required data needed to complete orders.
- Check in and distribute incoming mail, and collect, seal and stamp outgoing mail.
- Handle cash receipts and keep records of disbursements and balance cash on hand at the end of day.
- Research and process requests for interlibrary loans; maintain a record of all loan activity per VALS (VT. Automated Library System) procedures.
- Assist pages in shelving library materials - alphabetically or numerically - in stacks as needed
- Conduct basic bibliographic research for patrons and displays.
- Prepare materials for circulation; ie put carts in order, check in.
- Research and prepare order form for patron requests and provide correct information for Selectors or inter-library loan department.
- Schedule conferences rooms.
- Responsible for opening and closing procedure for library
- Maintain and create book displays and Bulletin boards.
- Report violations of library rules or other conduct effecting library security to supervisor.

### MINIMUM QUALIFICATIONS:

- High School diploma or equivalent and two years in a public service setting or office environment required
- Associates degree and two years work experience in office setting, accounting experience preferred.
- Ability to interact with co-workers and public in a professional and courtesy manner.
- Ability to learn and use fully integrated automated library system, file alphabetically, numerically and to learn the Dewey Decimal filing system.
- Familiarity with computers, word processing, accounting software and automated library systems, and standard office equipment.
- Demonstrated knowledge of including but not limited to Microsoft, word, excels and ability to type 40 wpm.
- Knowledge of Internet usage and email and standard office equipment.
- Ability to obtain a working knowledge of all department operations and procedures and relevant City policies.
- Ability to learn and interpret department polices and procedures.
- Ability to communicate to co-workers and general public orally effectively.
- Work is performed in a public service library setting, which will require some evening and weekend work.
- Work does require standing for long periods.
- Work requires the ability to lift, stretch and bend.
- Demonstrated commitment to diversity and cultural competency.

**To Apply: Submit resume, cover letter, and a City of Burlington Application to:** Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR) .

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.