

CITY OF IOWA CITY – JOB DESCRIPTION

Position Title: Library Assistant III
Job Title: Catalog Assistant
Department: Iowa City Public Library
Division: Collection Services/Children's Services
Supervisor: Collection Services Coordinator/Children's Services Coordinator
FLSA: Non-Exempt
Pay Grade: 8
Job Number: 0804
Date: 7/1/2024

Job Summary

Under general direction, provides MARC cataloging and classification for new library materials. Works on the Children's Desk and Bookmobile, including serving in the evening, weekend, holiday, and special event rotations.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides MARC description, classification, and subject analysis for video, audio, and other materials.
- Imports and monitors vendor record quality of processed materials.
- Answers information questions about children's materials, library services, policies, procedures, collections and programs, in person, on the telephone, and by email.
- Plans and delivers children's programs and other library events as required.
- Assists patrons in the use of the online catalog, public use computers, and audiovisual equipment; provides guidance to patrons in identification and use of materials for children and parents.
- Works on the Children's Desk and Bookmobile; shifts include evening or weekend rotations. Completes opening and closing duties.
- Supervises public use of Children's Services department.
- Identifies and recommends useful internet sites for the public and for staff use.
- Drives Bookmobile to designated sites, sets up and opens for service. Refuels vehicle and reports mechanical issues.
- Assists patrons with materials checkout and holds, issues Library cards and assists patrons with Library card accounts. Collects money for library fines and bills and clears charges from patron accounts.
- Provides technology support for accessing library digital collections and may deliver programs and classes.
- Provides reader's advisory assistance.
- Assures collections are in good condition and displays are filled and appealing to patrons.

- Directs the work of hourly staff and volunteers assigned to the Bookmobile.
- Performs clerical tasks related to daily operations, such as generating and sending circulation notices, preparing trapped holds for pickup, and contacting patrons to resolve discrepancies with audiovisual materials.
- Consistently presents the Iowa City Public Library and its collections, programs, and services in a positive manner and adheres to customer services procedures and guidelines as established by the library.
- Answers questions about library services, policies, procedures, and collections. Implements adopted policies and procedures.
- Conducts self in a manner which promotes and supports diversity and inclusivity in the workplace and community.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- Associate's degree from an accredited educational institution and one year experience; or three years of related experience and/or equivalent combination of education and experience. Coursework or experience working with children and children's literature. Experience working with MARC records.
- Valid State of Iowa driver's license with satisfactory driving record required. Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- Bachelor's degree from an accredited educational institution; or four years of related experience and/or equivalent combination of education and experience. Experience in cataloging. Ability to speak Spanish, Arabic, or French.

Knowledge, Skills, and Abilities

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to communicate tactfully and effectively with other staff and the public in person and on the telephone.
- Ability to engage and serve the public in a positive manner.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to operate audiovisual, downloadable devices and standard office equipment.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to reliably and predictably carry out duties.
- Ability to understand and interpret library policies, complex rules and procedures.
- Ability to work effectively with the public in person, online, and over the telephone, including assisting with customer complaints and general customer service issues.

- Ability to work in an innovative and fast-paced public service environment.
- Ability to work independently and in a team environment to deliver library services.
- Ability to write routine reports and correspondence.
- Knowledge of library terminology and standard library procedures and techniques.
- Knowledge of literature, music and film for all ages.
- Knowledge of standard reference and reader's advisory methods, techniques and resources.
- Knowledge of Dewey Decimal Classification, Library of Congress Subject Headings, Anglo-American Cataloging Rules, Resource Description and Access (RDA), MARC and BIBFRAME record formats.
- Skill in serving in a leadership role to implement library policies and to respond to library emergencies.
- Skill in using computers and applicable software applications (Microsoft Office – Word, Excel, Outlook), mobile devices, online catalog, information retrieval and electronic communication.

Supervision

No supervision of direct reports.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time and the work may expose the employee to unpleasant social situations and significant work pace pressure.

Iowa City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description, and I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Department Director

Date
