

**City of Cañon City, CO**  
**Position Description**

**Class Title: LIBRARY/MUSEUM ASSISTANT**

**Department: Library**

**Reports to: Deputy Library Director**

**SUMMARY:**

Under close supervision, performs a variety of duties supporting the circulation of library materials for the City of Cañon City Public Library

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Performs a variety of basic support duties for the Cañon City Public Library, including assisting patrons find materials, checking materials in/out, and assisting in the processing and cleaning of materials. Performs shelving and book/materials collection maintenance. Keeps collections organized and in proper order. Assists in preparing cash deposits, and preparing materials for circulation. Performs related duties as established by law or ordinance or as reasonably directed by the City.

**QUALIFICATIONS:**

**Education/Experience:**

High School Diploma or equivalent.

**Licensing/Certification Requirements:**

No specific licensing or certification requirements exist for this position.

**Knowledge of:**

- The mission, policies, goals and procedures of the City of Cañon City.
- Policy and procedure manuals relevant to the Library.
- Computerized library resource and cataloging systems.
- Standard office equipment including personal computers, word processing applications, museum collection applications, printer, fax, copier, laminator, telephone, and calculator. The practices and methods of preparing museum artifacts for storage or transportation.
- The practices and methods of cash handling and deposit preparation.

**Skill in:**

- Customer service.
- Assisting library patrons with a variety of needs, such as finding and/or reserving books/materials, using computers and copiers.
- Performing a variety of library support tasks, such as processing new or donated books/materials, cleaning and repairing materials, preparing bank deposits, operating cash register, making signs, or laminating periodicals.
- Utilizing standard office equipment including personal computers, telephones, word processing, spreadsheet, and data base applications, library applications, cash registers, calculators, and adding machines.
- Communicating verbally and in writing.
- Establishing effective relationships with employees, government officials, and the public.

**Physical & Mental Requirements:**

While performing the duties of this job, the employee is regularly required to see, using close and medium range vision. The employee is often required to work with and around standard office equipment. The employee is occasionally required to work with and around toxic chemicals, historical weapons, and in proximity to mold and mildew. The employee is occasionally required to lift and carry up to 50 lbs.

FLSA Status:	<input type="checkbox"/> Exempt-Salaried	<input checked="" type="checkbox"/> Non-Exempt Hourly
Date of Original:	10/18/06; prepared by PSPC	
Date Adopted:		