



Elko County Human Resources Employment Opportunity Announcement

POSITION: LIBRARY BRANCH ASSISTANT-
WEST WENDOVER BRANCH LIBRARY

SALARY: STEP 1- \$18.89/HR
STEP 2- \$19.84/HR
STEP 3- \$20.78/HR
STEP 4- \$21.73/HR
STEP 5- \$22.66/HR

POSITION OPENS: JULY 20, 2022

APPLICATION DEADLINE: THE POSITION WILL REMAIN OPEN UNTIL FILLED. THE FIRST APPLICATION REVIEW WILL BE ON JULY 28, 2022.

POSITION:

Elko County is seeking qualified applicants for a Library Branch Assistant. The Library Branch Assistant is responsible for the operation of a branch library, circulating library books and other materials, maintaining branch library collections, and providing library services and programming to the location.

WHAT WE CAN OFFER:

- Opportunities to grow and learn within the Public Sector.
 - Excellent benefits through a PPO plan with a low deductible and out-of-pocket max.
 - Minimal fee for Medical/RX, Dental, Vision, and group life insurance.
 - 100% County Paid PERS (Public Employee Retirement System) Retirement
 - 13 Paid Holidays
 - Vacation Leave, Sick Leave, and Family Medical Leave
 - Military Leave
 - Employee Assistance Program (EAP)
 - No State Income Tax
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HOW TO APPLY:

To obtain an Elko County Application please visit www.elkocountynv.net.

ELKO COUNTY HUMAN RESOURCES

540 Court Street, Second Floor (Physical Address)

571 Idaho Street (Mailing Address)

Elko, NV 89801

Email: employment@elkocountynv.net

Phone: (775) 738-4375

Fax: (775) 738-5984

Elko County is an Equal Opportunity Provider and Employer

In compliance with applicable laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.



Job Description

Library Branch Assistant

Employment Status: Full-Time	FLSA Status: Non-Exempt
Department: Library	Pay Grade: E07
Reports to: Assistant Library Director	Supervises: Direct (0); Indirect (2)
Education: High School Degree or GED	Probation: 6 months
Experience: One year of work experience	
Certifications: Must maintain a valid Nevada driver's license Must maintain any required approvals and designations as required	

SUMMARY OF JOB PURPOSE

The Library Branch Assistant is responsible for the operation of a branch library, circulating library books and other materials, maintaining branch library collections, and providing library services and programming to the location. **This position is located only in outlying areas.**

ESSENTIAL FUNCTIONS

An employee in this position may be called upon to do any or all the following essential functions:

- Ensures a welcoming attitude and environment are presented to all library patrons
- Circulates library materials and prepares library materials for book rotation as directed. Receives and forwards book and subject requests.
- Provides reference and reader advisory services to patrons such as helping patrons with reference questions, finding materials, and other requests; assists patrons in identifying and clarifying needs by asking questions in an enthusiastic and helpful manner.
- Opens and closes the library.
- Retrieves overdue library materials.
- Files and shelves library materials by approved procedures. Maintains shelves in appropriate order through constant and consistent shelf reading.
- Maintains cleanliness and organization of the library.
- Maintains accurate records and statistics and submits them in a timely fashion
- Participates in library training workshops.
- Issues patron library cards and enters data in the system.
- In coordination with supervisor, plans, prepares, presents, and evaluates program activities for youth, adult, and family groups (such as story time, crafts, Summer Reading Program, outreach, and special events).
- Follows public relations procedures and performs program publicity and public relations duties involving scheduling, developing, writing newspaper articles, PSAs, and involving radio, and other public presentations.
- Work with supervisor to create collaborations and partnerships with community organizations as needs and opportunities arise. Requests and maintains necessary office supplies for branch operations.
- Collects monies for lost and paid library materials, and for printing, copies, and faxes.
- Updates supervisor on work status and important developments they may need to know to function effectively.
- Represents the department with dignity, integrity, and a spirit of cooperation.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (KSA's)

An employee in this position must have the following knowledge, skills, and abilities upon application:

Knowledge

- Knowledge of the Library Classification / Dewey Decimal System.
- Knowledge of the American Library Association's Code of Ethics and Library Bill of Rights
- Knowledge of library databases.



Job Description

Library Branch Assistant

- Knowledge of how to administer and coordinate programs and activities, conduct public relations, and plan events.
- Working knowledge of modern office practices, procedures, and regulations.
- Working knowledge and correct usage of business English including spelling, grammar, punctuation, vocabulary, and formats.
- Working knowledge of business correspondence formats, record keeping, report preparation, filing methods, and records management techniques.
- Working knowledge of personal computer hardware and software including word processing, spreadsheets, and databases for the purposes of creating, editing, and distributing information.
- Thorough knowledge of all applicable federal and state laws and regulations, county ordinances and regulations, department rules and regulations, and relevant court rulings.

Skills

- Demonstrating excellent interpersonal skills especially in dealing with the public.
- Use inflection, tone articulation, and voice modulation for entertaining audiences.
- Create attractive bulletin boards and displays to promote the library. Organizing, filing, and retrieving volumes of written materials.
- Communicating effectively both verbally and in writing.
- Understanding and carrying out complex written and oral communications.
- Managing time effectively.
- Typing with speed and accuracy.
- Making and verifying arithmetical and statistical computations with accuracy and speed.
- Using the tools and equipment listed below.

Abilities

- Reading, understanding, and interpreting professional manuals and documents, policies and procedures, and directions.
- Complying with Elko County policies and departmental procedures.
- Performing detailed clerical tasks in an accurate, orderly, and timely fashion.
- Accomplishing organizational goals and working independently on assignments from beginning to end.
- Present information and instruction to patrons to improve their knowledge and resources as well as explain policies and procedures.
- Travel to outside locations for projects such as inventorying, weeding, or training.
- Promote goodwill between the library and the general public/stakeholders. Apply technological skills to provide reference services and programs to patrons.
- Solving practical problems and dealing with a variety of variables in situations where only limited standardization exists.
- Developing and maintaining effective working relationships with subordinates, peers, supervisors, city, county, state, and federal officials, and the public as needed. Dealing with problems courteously and tactfully.

OTHER REQUIREMENTS

- Must be available during library operating hours.
- Must be flexible in working with schedule changes to fit library and patron needs.
- Must feel comfortable preserving and advocating patron privacy.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

- An employee in this position must meet the following physical requirements upon application:
- Work is performed in an office setting and this position works alone.



Job Description Library Branch Assistant

- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to talk or hear, sit, use hands to finger, handle, feel or operate objects or controls, and reach with hands and arms. The employee may frequently be required to stand or walk for long periods of time.
- The employee must occasionally lift and move up to **40 pounds**.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The noise level in the work environment is usually moderate. Frequent interruption to planned work activities should be expected.
- Environment is generally clean with limited exposure to conditions such as dust, fumes, noise or odors.
- Tools and equipment frequently used include a personal computer, printer, scanner, telephone, calculator, copy machine, fax machine, postage machine, and other associated office equipment. Incumbent may occasionally use additional specialized equipment, such as STEM kits, Virtual Reality headsets, “game” stations, and similar devices.
- Incumbent will occasionally be asked to travel in a passenger vehicle.