

<p style="text-align: center;">CITY OF BEAVERTON Library Program Assistant</p>
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General Summary

Develop and conduct small scale library programs.

Key Distinguishing Duties

Responsible for coordinating the activities of a small Library program.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Prepare presentations and lead program activities.
2. Coordinate program activities including marketing, outreach and communications. Recommend outreach strategies and opportunities. Actively pursue public participation in the program.
3. Recommend and implement program and policy improvements.
4. Coordinate administrative aspects of program. Resolve routine to moderately complex problems.
5. Create and disseminate program marketing materials such as brochures, posters, fliers, advertisements, and email/web materials.
6. Support the library volunteer program. Assist with volunteer training, coaching and direction as needed.
7. Participate in department/division/section operational processes including procedure development and implementation.
8. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
9. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
10. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
11. Participate in the City Emergency Management program including classes, training sessions and emergency events.

12. Follow standards as outlined in the Employee Handbook.
13. Produce an acceptable quantity and quality of work that is completed within established timelines.
14. Support and respect diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required for Entry

- ◆ Working knowledge of practices and principles of small program coordination.
- ◆ Basic knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required for Entry

- ◆ Strong ability to manage a small program or components of a large program.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to establish and maintain effective working relationships with employees, customers, other agencies, public officials and the general public.
- ◆ Strong ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to use a keyboard, word-processing, spreadsheet programs the Internet or other application software as required for position.
- ◆ Ability to perform record keeping.
- ◆ Strong ability to use library equipment.

Minimum Qualifications Required for Entry

Bachelor's degree and two years experience preferred in a library setting or related services including program coordination experience or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Some positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily precise control of fingers and hand movements; daily standing for prolonged periods; daily crouching, crawling, kneeling, lifting, stooping, bending, reaching; daily lifting, moving or carrying object between 20 and 50 pounds; daily crouching, crawling, bending and kneeling to present story time; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

Classification History

Revised: 11/07
Created: 4/05
Revised: 1/1/09

Status: SEIU
FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date