



Yakima Valley Libraries
102 N 3rd St • Yakima, WA 98901 • 509.452.8541 • www.yvl.org

JOB OPENING

TITLE: Library Assistant 2 - Outreach

FLSA: Full Time Non-Exempt

Location: Yakima Service Center

Posting Date: February 9, 2022

Closes: Open Until Filled

Wage: \$15.08 Grade: 2

Reports To: Outreach Library Assoc. Supervisor

Hours per Week: 40

Apply: Yakima Valley Libraries, 102 N. 3rd Street, Yakima WA 98901, www.yvl.org

Applications are available at all Yakima Valley Libraries or online at www.yvl.org. You may turn your application in to any Yakima Valley Library, fax to HR at 575-3403 or mail to:

Human Resources, 102 N. 3rd Street, Yakima, WA 98901

Contact: Human Resources (509) 575-3415, or hr@yvl.org

Qualifications

1. Two years of college or an Associate of Arts degree from an accredited college.
2. Two years library or general clerical experience that includes public service.
3. Bilingual (English/Spanish – read, write, and speak) preferred, and may be required, depending on geographic service area needs.
4. In lieu of 1-2 above, equivalent technical training, education, and/or experience may be substituted.
5. A valid Washington driver's license.

Position Information: Yakima Valley Libraries is recruiting for one Library Assistant 2 for our Outreach department, to work under the direction of the Outreach Library Associate Supervisor. This is a full-time, 40 hour, non-exempt position. Benefits include paid medical, dental, vision, long-term disability, Employee Assistance Program, and life insurance for the employee, Public Employees Retirement System program, deferred compensation program, vacation, sick leave and paid holidays.

Job Purpose and Summary

Increases the library's presence and service ability within the community by providing library programs, outreach services and resources to people of all ages and populations. Will uphold the concept of Intellectual Freedom, based on the First and Fourth amendments to the US Constitution, which affords all library users the right to seek and receive information on the subject of one's interest without examination or scrutiny by others.

Supervision Received and Exercised

Receives general supervision from assigned management and supervisory staff. May exercise functional and technical supervision over technical, clerical, page and volunteer staff. May act as "Person in Charge" in absence of assigned manager or supervisor.

Essential Duties and Responsibilities

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Serves patrons using high quality customer service practices. This includes: greets customers sincerely, speaks in a friendly manner, welcomes and serves patrons without regard to race, color, religion, gender, sexual orientation, national origin, perceived or real disability, age, ancestry, or other characteristics; acknowledges patron's presence as soon as possible, even if occupied; does not communicate any value judgment when interacting with patrons, and verifies that patron's needs are met.
2. May at times have unsupervised access to children under the age of 18 or a vulnerable adult or person.
3. Under general direction from assigned staff, promotes and provides programs and services to members of various communities in settings outside the library, including community centers, retirement and nursing homes, etc. Promotes library services by traveling to identified community groups, service agencies, etc. Provides direct library service, as well as information about library services and programs to these groups.
4. Assists library customers by checking library materials in and out, issuing library cards, updating library customer records, and placing holds. Resolves issues related to library customer's circulation record.
5. Provides information in person and on the telephone on policies, procedures, local and system-wide services, programs and materials.
6. Answers directional, informational, readers' advisory, and basic reference questions; answers more involved reference questions through redirection or referral to other library resources.

7. Promotes the use of library services and assists in publicizing and merchandizing of library services and materials to targeted populations.
8. Assists in presenting library programs to adults in residential facilities.
9. Pulls library materials to prepare for transport and delivery as assigned.
10. Checks in library materials returned during daily outreach runs. Assesses materials for damage, sorts and arranges materials for re-shelving.
11. Performs light cleaning or mending of library materials, as needed.
12. Monitors condition of equipment; maintains equipment by refilling supplies, cleaning and making minor adjustments; reports major equipment problems to supervisor or manager. Orders and maintains supplies
13. Attends meetings and participates in various committees, as assigned
14. Performs other duties as assigned.

Knowledge of:

1. English usage, spelling, grammar, and punctuation. Spanish usage, spelling, grammar and punctuation, if bilingual position.
2. Principles of excellent customer service and intellectual freedom.
3. Basic alphabetical and numeric filing methods.
4. Basic mathematical principles.
5. Principles and procedures of record keeping.
6. Current office methods, equipment, practices and procedures including PC usage and familiarity with word processing and spreadsheet software, emailing systems, and webbased searching.

Skill in:

1. Keyboarding, word processing, or entering data at a speed and accuracy level necessary for successful job performance.
2. Developing and maintaining good working relationships.

3. Listening to, understanding and interpreting information received from library customers, including special populations, and library employees.

Ability to:

1. Gain thorough knowledge of Yakima Valley Libraries policies, procedures and programs.
2. Represent Yakima Valley Libraries in a positive, responsive manner to the public, volunteers, and supporters.
3. Safely and legally drive large library vehicle throughout YVL service area on a daily basis.
4. Learn the principles and practices of basic library work, including the Dewey Decimal System.
5. Learn and master the integrated library system procedures related to circulating materials, handling patron accounts, and other relevant procedures.
6. Establish priorities and organize workload; manage time effectively and remain on task despite interruptions.
7. Maintain tact, courtesy, confidentiality, and strict discretion in dealing with the public.
8. Establish and maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time.
9. Keep all relevant parties informed of all major issues and to recommend changes as appropriate.
10. Work and communicate effectively with diverse staff in numerous locations in order to accomplish library goals and objectives.
11. Speak, read and write English. Speak, read, and write and Spanish, as applicable.
12. Operate relevant computer systems, including hardware and software and office machines, including cash register.
15. Work evenings and weekends.
16. Obtain and maintain a valid Washington driver's license.
17. Attend work on a regular and dependable basis.

Work Environment and Physical Demands

1. Normally standing or seated for extended periods of time; walking occasionally.
2. Normal physical activity including frequent bending, pushing, pulling, and lifting and carrying, which may range up to 45 pounds while loading and unloading a vehicle.
3. Move library materials, which may range up to 120 pounds, using mechanical assistance, such as cart or dolly.
4. Keyboarding and working at a computer monitor for extended periods required.
5. Phone usage, reading, speaking, and listening required.
6. Interaction with library customers and other staff members will be necessary to resolve situations or problems.
7. Drive large library vehicle on a daily basis within YVL service area.