

**JOB DESCRIPTION - CITY OF ALTOONA**

**JOB TITLE:** ADULT PROGRAMMING ASSISTANT **EFFECTIVE DATE:** 7/1/2018  
**DEPARTMENT:** LIBRARY  
**EXEMPTION STATUS:** Non-Exempt  
**PAY RANGE:**

**REPORTING RELATIONSHIPS**

**Reports to:** Library Director, Assistant Director

**GENERAL SUMMARY**

Under general supervision of the Library Director, Assistant Library Director, performs a variety of routine and complex activities engaging adults in library programs and services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop and execute adult programming in the library. (55%)
- Develop and execute adult programming in the community. (20%)
- Prepare publicity for adult collections, programs and services. (10%)
- Develop and demonstrate knowledge of the duties of a Clerk I and Clerk II and provide circulation services as needed. (5%)
- Assist with social media and other outlets for publicity. (10%)
- May perform other duties as assigned.

**MINIMUM QUALIFICATIONS - EDUCATION AND EXPERIENCE**

<b>Education:</b> High School Diploma or equivalency required, Associate or Bachelor degree in adult services, human services, or a related field highly preferred.	<b>Experience:</b> 1-3 years Work related experience working directly with adults in a service position highly preferred.  Other:
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**MINIMUM QUALIFICATIONS - KNOWLEDGE, SKILLS, AND ABILITIES**

(Check all that apply)

**Knowledge of:**

- Computers and electronic data processing
- Personal computers and various software programs
- Modern office practices and procedures
- Budgeting concepts
- General accounting practices

- Sound environmental maintenance management practices
- Knowledge of the methods, materials and tools used in providing library services to youth such as current methods and best practices in the field.
- Laws, regulations, and ordinances governing area of assignment
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**Skills include:**

- Basic typing skills (30 – 40 wpm)
- Advanced typing skills (50 – 60 wpm)
- Basic word processing skills
- Advanced word processing skills
- Skill in operation of tools and equipment such as office equipment.
- Leadership skills
- Supervisory skills
- Mediate disputes between subordinates
- Problem solving skills
- Public Speaking skills
- Excellent Communication Skills
- Other:
- Other:

**Ability to**

- Analyze and interpret data.
- Make independent judgments
- Communicate effectively
- Assist with planning youth programming.
- Analyze information
- Prepare reports
- Work under pressure with interruptions and challenging deadlines
- Establish and maintain effective working relationships
- Use courtesy, discretion, and sound judgment with the public
- Ability to effectively meet and communicate with the public.
- Ability to interact courteously but effectively with the public
- Deal effectively with the customers
- Obtain necessary certifications
- Physical ability to perform essential job functions
- Comprehend and apply technical information.
- Other:
- Other:

**LICENSING/CERTIFICATION AND OTHER REQUIREMENTS (Check all that apply)**

- Valid driver’s license required
- Ability to obtain a Commercial Drivers License within (6) six months of employment
- Valid Iowa motor vehicle CDL Operator’s License
- Valid Iowa Water License, Grade Level I

- Valid Iowa Water License, Grade Level II or above
- Valid Iowa Waste Water License, Grade Level I or above
- Valid Grade I Operator License
- Other: Appropriate State Library of Iowa Certification within 1 Year of Hire
- Other:
- Other:

**WORKING CONDITIONS** (Check all that apply)

- Normal office environment.
- Occasionally lifts, carries or otherwise moves and positions objects weighing up to pounds.
- Frequently lifts, carries or otherwise moves and positions objects weighing up to 25 pounds
- Typically bends, stoops and crouches on a regular basis to maintain collection and work with children.
- Constantly moves about to coordinate work.
- Regularly sets up, adjusts, assembles, contrasts, tests, and operates \_\_\_\_\_
- Other:
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**REVIEW AND APPROVAL:** Indicates review by incumbent and approval by supervisor.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pay Matrix Assignment: 13-1