JOB DESCRIPTION

JOB TITLE: Saturday Assistant
DIRECTORATE: Place
GRADE: GR1
DIVISION: Community Libraries
JOB NO: SECTION: All Libraries

JOB PURPOSE:
To assist the Library Manager and other Senior Staff in the provision of an effective and efficient lending service.

DUTIES AND RESPONSIBILITIES:
1. Issuing and discharging books, including renewals, on either a computerised or manual system.
2. Dealing with routine enquiries both at the counter and on the telephone.
3. Replacing returned books and general tidying of shelves.
4. Enrolling new borrowers, writing tickets, entering in computer system, overdue notices and dealing with books reservations.
6. Dealing with monies, taking fines, reservation fees and other income.
7. Undertaking general clerical duties e.g., stamping, stationery and filing as required.
8. Carry out such other associated duties as may from time to time incidentally arise, develop, or be assigned.

EDUCATIONAL REQUIREMENTS:

RELATIONSHIPS:

(i) Accountable to: Library Manager
(ii) Key officers reporting to the post: N/A
(iii) Supervisory Responsibility: None
PHYSICAL CONDITIONS:

i) Hours: 7 hours 18 minutes

ii) Workplace: Community Library

CONTACTS:

Employees with Birmingham Library Services.
General public.

OTHER DETAILS:

Cash handling.
May be required to work at various service points.
Enhanced pay for weekend working does not apply to this post.

EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY STATEMENT

Birmingham City Council will ensure that all existing and potential employees receive equal consideration, and is committed to the elimination of unlawful or unfair discrimination on the grounds of gender, race, disability, colour, ethnic and national origin, nationality, sexuality, marital status, responsibility for dependents, religion, trade union activity and age.

It is the intention of the City Council that its workforce, at all levels, should reflect the composition of the City's population. To achieve this the Council will take active and positive steps to eliminate discrimination, reduce the effects of past discrimination and to promote equality in employment.
**LOCAL SERVICES STRATEGIC DIRECTORATE**

**PERSON SPECIFICATION**

**JOB TITLE:** Saturday Assistant  
**GRADE:** 1  
**DIVISION:** Community Libraries  
**SECTION:** Community Libraries

Method of Assessment (M.O.A.)  
A.F. = Application Form; I = Interview; T = Test; P = Presentation

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| **EXPERIENCE**  
(Relevant work and other experience) |  
- Experience of work with people either through employment, or voluntary work, work experience or participation in other activities e.g., at school, college or in the community.  
- Experience of use of computers / databases / Keyboards and software such as Windows. | AF/I  |
| **SKILLS AND ABILITIES**  
(e.g. written communication skills, dealing with the public) |  
- Show an understanding of working with a diverse community including people from black and minority ethnic groups and people with disabilities.  
- Show an enthusiasm for reading and literacy.  
- Show an enthusiasm for the role of libraries and information work.  
- Effective verbal communication skills enabling you to answer enquiries from customers with diverse needs/backgrou | AF/I  |
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| **TRAINING** |  
- Demonstrate your willingness to up-date your skills through a variety of learning methods e.g. reading/use of computers. | AF/I  |
| **EDUCATION/QUALIFICATIONS**  
(NB: Full regard must be given to overseas qualifications) |  |  |
| **OTHER** |  
The appointment is conditional upon confirmation by the Criminal Records Bureau that you do not have a criminal record, which would exclude you from appointment under the Protection of Children guidelines. |  |

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S EQUAL OPPORTUNITY POLICY**