

**CITY OF SARATOGA SPRINGS  
JOB DESCRIPTION**

**JOB TITLE:** Library Director Special Projects Assistant

**DEPARTMENT:** Library

**STATUS:** Individuals required to complete 20 or more hours of service

**JOB DESCRIPTION APPROVAL DATE:** February 2, 2015      **SALARY RANGE:** Volunteer

**SUPERVISOR:**            Library Director

**GENERAL PURPOSE**

The Library Special Projects Assistants are volunteers, who under the direction of the Library Director perform entry-level work for the City of Saratoga Springs Library.

**SUPERVISION RECEIVED**

Library Clerks

**SUPERVISION EXERCISED**

None

**SPECIFIC DUTIES**

- Performs specialized projects for the Library Director
- Hours must be scheduled in advance over a specific time period
- Performs other duties as assigned by supervisor

**Note:** This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

**JOB QUALIFICATIONS**

- Minimum age requirement 16
- Ability to understand and follow oral and written instructions in English
- Ability to learn routine library procedures
- Ability to handle sensitive confidential information

## **EDUCATION AND EXPERIENCE**

### **PHYSICAL DEMANDS**

- Typically sit at a desk, on the floor or at a table
- Carry up to 15 lbs. of books across the library
- Stand for a long periods of time in one area
- Bend and stretch to reach high and low shelves
- Some projects require the use of fine motor skills and excellent vision.

### **APPLICATION PROCESS**

Interested candidates should complete a Library Volunteer Application and submit it to:

City of Saratoga Springs  
Attention: Melissa Grygla  
1307 N Commerce, Dr, Suite 200  
Saratoga Springs, UT 84045

Applications are available at: <http://www.saratogaspringscity.com/library>

Applications can be emailed to [MGrygla@saratogaspringscity.com](mailto:MGrygla@saratogaspringscity.com).