

Job Descriptions: Library Assistant

a. Library Assistant:

- **Duties:** Aids Library director in planning and conducting a library program to meet the community needs. Is responsible for the library program in the absence of the Library Director. Serves the public at the Circulation Desk by checking in and out library materials, collects money and overdue fines and lost and damaged materials, issues new/replacement library cards, registers new patrons and processes name and address changes. Responsible for collection maintenance duties: sorts and shelves library materials; empties book-drop(s); shelf-reading; shifts materials; cleans, dusts, and inspects library materials for damage; discards and repairs library materials. Ensures circulation policies and procedures are followed for the proper handling of customer and material records for an accurate library database. This includes data entry of late, lost, damaged, and claims returned items, and patron information including necessary notes. Sorts, packs, unpacks, and inspects library materials received from or being delivered to other libraries. Runs reports and lists for item hold information and interlibrary loan requests. Searches shelves for requests, retrieves items requested, and routes items appropriately. Contacts customers or other libraries as necessary. Provides informal reader's advisory service from the circulation function. Provides directional information to the public in person or by telephone. Assists with reference requests to the librarian staff. Provides information to customers regarding the Library's circulation policies, procedures and refers issues to management as appropriate. Counts, balances, and records monies received through the circulation function. Forwards reconciled funds and paperwork to the director. Provides assistance to customers and staff in the use of library equipment and machines (e.g., e-readers, copier, on-line catalog, word processing, etc.); performs routine maintenance and corrects minor malfunctions of library equipment, such as refilling paper and toner and assisting with paper jams. Performs other clerical tasks upon request, including materials order entry, supply ordering, word processing, filing, cataloging and materials covering, checking in new periodicals, etc. Sorts and distributes U.S. and inter-office mail. Provides training and guidance to less experienced circulation staff and may serve as a team leader on group assignments. Shelving and other duties as assigned are also included.
- **Specific Functions as needed:** Catalogs, classifies and prepares materials for collection. Keeps collection current and in good condition by weeding, binding or replacement. Orients groups in use of the Library. Offers reading and reference service. Coordinates library service with community and other adult groups. Keeps library materials in proper order and other duties as assigned by the Library Director.
- **Required Knowledge, Skills and Abilities:** High school diploma or GED. Basic clerical skills including computer and telephone skills. Basic mathematical skills

necessary for routine calculations. Ability to work with general supervision and adhere to established policies and procedures. Interpersonal and communication skills for interaction with staff and customers in an effective and courteous manner. Skills necessary to effectively provide leadership and guidance to less experienced staff. Visual acuity necessary to retrieve library materials from shelves or storage areas. Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 40 pounds. Hearing ability to answer telephone and customer inquiries. Manual dexterity, visual acuity and sufficient keyboarding/PC skills to effectively access information on the computer. Ability to operate a variety of equipment including computer, cash register, fax and copy machine. Ability to travel between work locations and related places of business as needed.

b. Substitute:

- Same as Library Assistant (see above)