

POSITION TITLE: Library Assistant
DEPARTMENT: Library
FLSA STATUS: Non-Exempt
SALARY GRADE: D
REPRESENTATION: None

GENERAL POSITION SUMMARY:

Performs para-professional library work including customer service in circulation, information and reference service, children's services, and technology. This level of staffing administers the library volunteer program, publicity, scheduling or programs for bilingual or differently abled.

ESSENTIAL JOB FUNCTIONS:

- Assist in maintaining consistency in customer service, circulation tasks, and collection.
- Schedule staff and volunteers as assigned by a Librarian, Assistant Director or Library Director using prescribed guidelines and standards.
- Assist in training new staff, and volunteers.
- Begin daily till reconciliation and prepare monies for deposit by Assistant Director or Library Director.
- Suggest change in circulation desk policy, practice, and procedure based on staff needs or concerns.
- Alert Assistant Director to supplies inventories.
- Perform collection maintenance under supervision of Assistant Director or Librarian.
- Maintain patron and item databases.
- Receive, and process library supplies and materials.
- Receive, and process library supplies and materials; Repair library materials as needed.
- Plan and present individual library programs for all ages
- Select library materials under the guidance of a Librarian or Library Director.
- Conduct readers advisory interviews to help people select materials.
- Reader's advisory for all ages.
- Answer basic reference questions using library print resources, library ILS, LINCC databases, and preferred websites.
- Troubleshoot staff and public computers and related equipment. Assist patrons with basic computing needs.
- May represent the library at meetings within the county or region.
- Oversee the opening and closing of the library. May regularly be in charge of a single library building or location, including outreach activities.
- May coordinate Public Relations for library events and programs, including maintaining social media sites, creating posters and fliers, and writing press releases.
- May administer the library volunteer program, including interviewing, hiring, assigning duties, and firing of volunteer activities.
- May work with a specific portion of the community such as non-English speakers or differently abled population.

- Interview potential volunteers and coordinate volunteer activities.
- Perform all duties of Library Clerk.
- Establishes and maintains positive working relations with coworkers, citizens, the public, and other agency staff.
- Other related duties as needed.

JOB SPECIFICATIONS:

Mandatory Requirements:

- High School Diploma or GED equivalent; Two years college preferred.
- One to two years library experience, lead-work experience preferred.
- Fluent Spanish speaker desirable.

Necessary Knowledge, Skills and Abilities:

- Understanding of computer operations in libraries, personal computer usage, integrated library systems, online library catalogs, online reference sources, and search strategies.
- Principles and processes for providing quality customer service.
- Working knowledge of Library ILS, MS Office Suite, Google Apps, excellent typing skills.
- Ability to establish and maintain harmonious working relationship with other employees and the public.
- Ability to pay close attention to detail and to understand written and oral instruction.
- Ability to maintain physical condition necessary for standing, bending, kneeling and moderate lifting.
- Ability to multitask and prioritize responsibilities.

Special Requirements/Licenses:

- Possession of or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- Must be able to pass the department's security clearance standards, including Reference check, Criminal History check and satisfactory driving record.

SUPERVISION RECEIVED:

Works under the direct supervision of Librarian, Assistant Director, or Library Director.
Receives additional direction and supervision for programming from a Librarian.

SUPERVISORY RESPONSIBILITIES:

May be a shift supervisor, leading the work of library clerks, shelvees and volunteers in circulation, collection maintenance, and program presentation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Be able to lift and carry materials weighing up to 30 pounds
- Be able to reach above the head and bend to floor level
- Ability to maintain physical condition necessary for standing, bending, kneeling and moderate lifting.
- Sufficient strength and stamina to walk and stand for several hours at a time.
- Ability to operate a computer to access and input data, and type at an acceptable rate of speed.

TOOLS AND EQUIPMENT USED:

Computers, Photocopy machines, and other office equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. position.

- While performing the duties of this job, the employee works in a Public Library Building. This has characteristics of an office environment, as well as a retail environment.
- This position may participate in outreach activities outside of the library building. These activities could take place in an elementary, middle, or high school, a public park, or other public buildings.
- Must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.

Sarah McIntyre
Library Director

Adopted:

Revised: 06/27/2016, 02/08/2018, 12/31/2018, 8/2020, 6/2023



JOB DESCRIPTION

This 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.

Employee

Date