

POSITION DESCRIPTION

Class Title: Part-time Library Assistant

Department: Library

Date:

GENERAL PURPOSE

Performs a variety of routine clerical and manual work in circulating and processing library materials and providing services to library patrons.

SUPERVISION RECEIVED

Works under the close supervision of the library director and assistant library director.

SUPERVISION EXERCISED

None generally. May exercise limited supervision over library aides, or part-time, contracted, or temporary personnel or volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assumes the duties of the adult or children's library when scheduled.

Checks library materials in and out and registers customers for library cards,

Files cards or inputs data into computer as directed.

Answers telephone calls, provides information or otherwise assists or refers patrons as appropriate.

Assists in maintaining library collections and facilities by: shelving returned materials; straightening books, chairs, shelves, newspapers and magazines.

Provides reference guidance and assists patrons in the selection of library materials.

Assists patrons with the use of computers, e-mail, social media, Word, e-readers and other digital technology and navigating the Internet.

Assists with all current and back issues of newspapers and shelving of back issues of magazines.

Assists staff in the performance of their duties and with children's programs as required.

PERIPHERAL DUTIES

Assists in carrying out special programs for patrons, including assistance in scheduling, publicity, refreshments, reservations, setting up, etc.

Performs a variety of miscellaneous duties such as running errands, picking up supplies needed for activities, making arrangements for use of library facilities, setting up tables and chairs for classes or programs, etc.

If full-time staff is unavailable, conducts tours of library facilities for various educational or civic groups and interested individuals.

Performs routine maintenance on books and other materials, such as mending covers and torn pages, removing date due stickers, cleaning books.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED, supplemented by two years of post secondary education or training in library science, liberal arts, education or a related field, or,
- (B) Any equivalent combination of education and experience.

Necessary Knowledge, Abilities and Skills:

- (A) Some knowledge of the principles and practices of modern library systems and programs; general knowledge of library circulation and library classification systems; working knowledge of basic office procedures.
- (B) Ability to accurately maintain library filing systems; ability to effectively communicate orally; ability to establish and maintain positive and effective working relationships with patrons, other staff, supervisors, and the general public.
- (C) Skill in operation of tools and equipment listed below.

TOOLS AND EQUIPMENT USED

Library automation system; personal computer; calculator; typewriter; copy and fax machines; laminator; telephone; e-readers, automobile.

SPECIAL REQUIREMENTS

Valid state driver's license or the ability to obtain one.

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 functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 function.

The noise level in the work environment is generally quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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.