

Position Title: Library Assistant

Statement of Duties

Performs basic library services and clerical work in the Library Department; performs all other similar or related work as required.

Supervision

Employee works under the direct supervision of the Circulation Coordinator who provides work assignments and work direction; performs tasks with a high degree of independence. Library policies and procedures are available and must be observed and followed.

As a regular and continuing part of the job, leads others in accomplishing assigned work and also performing non-supervisory work that is usually of the same kind and level as is done by the group being led.

The Employee may have access to confidential information contained in patron files.

Job Environment

This is varied work, involving many detailed tasks at times but much of the work is of a repetitive nature. The nature of library work involves attention to a host of details, on-the-job training is a requirement. As the Employee becomes familiar with assigned work, performs a number of tasks independently.

Errors could result in delays or loss of service to the community, adverse public relations, and monetary loss for the town.

The Employee has constant contact with the public, other than library patrons. Other contact is with town employees and vendors doing business with the library.

Essential Functions

The essential functions or duties listed below 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.

Utilize an online integrated library system to check out library materials& check in same, run basic paging lists of requested inter-library loan items& process materials being sent to other libraries in accordance with department guidelines. Inputs periodical and serial information into the C/WMARS integrated library system and operates related system computers. Registers new library patrons and updates library card information. May assist with overdue notices and billing.

Assists patrons with basic readers advisory, computer troubleshooting, and ready reference assistance. Assists in preparing promotional or directional posters and signs.

Provides assistance, as required, in the other departments of the library including Adult Services, Youth Services, and Technical Services/Cataloging.

Replaces books in their proper position on shelves; reads shelves and shifts collection to create space. Assists in the taking of the inventory of library materials as required.

Recommended Minimum Qualifications

Education and Experience

High School Degree or equivalent with additional course work in library science preferred; one- (1) to three- (3) year's prior work experience or any equivalent combination of education or work experience.

Knowledge, Ability and Skill

Knowledge: Good knowledge of English grammar and spelling, computer operations such as spread sheet and word processing applications, and Internet skills. Basic knowledge of library operations, online services, and databases used in a library setting.

Ability: Ability to interact in a positive and effective manner with employees and public and to work independently. Ability to execute oral and written instructions in a precise manner. Ability to operate a variety of office equipment including calculator, telephone, copier, and computer. Ability to understand and use office computer software, hardware, and online services. Ability to manage multiple tasks in a prompt, efficient manner.

Skill: Good judgment, motor operating skills and able to maintain effective staff and customer service skills. Strong telephone skills and etiquette. Strong computer skills.

Physical and Mental Requirements

Work is performed in an open work space setting, subject to quiet to moderate noise. More than 2/3rds of the time is spent standing, walking, sitting, stooping, or reaching with hands and arms. Up to 1/3rd of the time is spent using hands to finger, handle or feel library materials. Employee is required to talk or listen on a regular basis. Frequently the Employee with lift up to 10 pounds, occasional lifting is required up to 30 pounds, seldom does the Employee lift up to 60 pounds. No specific vision requirements. Equipment used includes personal computers, hand tools, and office machines.