

LIBRARY ASSISTANT

Position Purpose:

The purpose of this position is to perform basic library services and clerical work in the Library. Performs all other related work as required.

Supervision:

Supervision Scope: Performs responsible work which involves the exercise of judgment and initiative.

Supervision Received: Work is performed under the direct supervision of the Library Director who provides work assignments and direction; performs tasks with a high degree of independence. Library policies and procedures are available and must be observed and followed.

Supervision Given: None.

Job Environment:

Work is performed under typical office and library conditions; the noise level is moderate at times. Library hours may require evening and weekend work.

Operates computer, telephone, printer, facsimile machine, copier, calculator, typewriter, and other standard office equipment.

Employee has frequent contact with the public, library staff, community groups, regional libraries, schools and town employees. Contacts are primarily in person, by telephone, or by email.

Some evening and/or weekend hours may be required.

Errors could result in monetary loss, reduced levels of service, and adverse public relations.

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.)

Performs all circulation desk tasks including check in, check out and renewing library materials; issue new cards; aid patrons on how to use the online catalog; assist and instruct patrons on how to use the library's computers, printers and other machines; provide reader advisory information to patrons when requested.

Searches database and prints sources for verification of interlibrary loan requests; submits verified requests to appropriate library or agency and notifies patrons of arrival of materials.

Provides assistance in locating information via all reference techniques available at the library; assists patrons in the selection of materials; searches sources; provides referrals.

Assists with operations of Children's Area; shelves books; aids in creating displays; demonstrates use of library and operation of equipment

Checks materials at the Circulation Desk; registers new patrons; answers telephone; assists patrons with reserves and overdue materials and with any other request they may have; assesses and collects fines.

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

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.

Maintains confidentiality of library patron records and borrowing history, following regulations set by state law and local policy.

Performs similar or related work as required, directed or as situation dictates.

Performs janitorial duties as necessary.

Recommended Minimum Qualifications:

Education and Experience:

High School diploma or equivalent; Associate's or Bachelor's degree preferred; three years' experience in an office or library setting; experience in automated library systems desirable; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Knowledge of professional library functions, 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 and to understand and use office computer software, hardware and online services. Ability to manage multiple tasks in a prompt, efficient manner.

Skill: Excellent oral communication and customer service skills. Proficient computer skills in the operations Microsoft Word, Excel email, internet, data entry, and report generation.

Physical Requirements:

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. Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 30 pounds. Must be able to communicate.

(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.)