

LIBRARY ASSISTANT

Revised 10-11-19

TYPICAL RESPONSIBILITIES OF POSITION:

Under general supervision, perform paraprofessional work serving library patrons directly or indirectly. May have supervisory and decision-making responsibilities.

DUTIES/ EXAMPLES OF REGULAR WORK:

1. Carry out circulation desk policies; perform desk procedures.
2. Register patrons and issue library cards.
3. Process check-outs and returns.
4. Collaborate with staff on programming and other library projects.
5. Shelve library materials; check that materials are in the correct place and order.
6. Assist patrons in locating materials in the library and through interlibrary loan.
7. Train patrons in using the library catalog and resources.
8. Assist patrons with reference questions when appropriate (see also: Reference Policy.)
Prepare and print reference information at patrons' request.
9. Assist with computer needs and technology when possible.
10. Call patrons about materials received for them, damaged/incomplete materials returned, upcoming programming, or other reasons as assigned.
11. Provide reader's advisory, set up appealing displays, review contemporary publishing.
12. Process interlibrary items.
13. Assist other support staff, interns, or volunteers in learning library procedures when needed.
14. Assist with programming, including children's programming.
15. Perform light housekeeping duties.
16. Other related work as required.

OTHER DUTIES that may be assigned or requested:

1. Process and catalog materials.
2. Make materials suggestions based on patron request or other knowledge or research.
3. Prepare publicity materials, including signage and press releases.
4. Update social media with library-related content.
5. Provide feedback to the Library Director on patron needs and requests.
6. Perform some of the duties of the Library Director, if necessary.

KNOWLEDGE AND ABILITIES:

1. Considerable knowledge of library operations, services and materials.
2. Ability to operate computer software, including library-specific software, as well as other library equipment.
3. Ability to communicate effectively with staff and public and maintain effective public relations.
4. Ability to understand library policies and procedures and apply them to library operations.
5. Ability to assist patrons with computer, internet and other technology questions.
6. Willingness to continue learning in order to keep up with current library and patron needs through formal and informal training.
7. Ability to use computer software and manage computerized files.
8. Ability to interact harmoniously with patrons and library staff.

PHYSICAL DEMANDS OF POSITION:

1. Sitting, standing, walking, climbing, and stooping.
2. Bending/twisting and reaching.
3. Talking and hearing; use of the telephone.
4. With correction if needed: far vision at 20 feet or further; near vision at 20 inches or less.
5. Lifting, carrying; 50 pounds or less.
6. Handling: processing, picking up and shelving books.
7. Fingering: typing, writing, filing, sorting, shelving and processing.
8. Pushing and pulling: objects weighing 60-80 pounds on wheels.
9. Mobility: travel to meetings outside library.

COGNITIVE REQUIREMENTS:

1. Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information, resources available when making decisions.
2. Problem-Solving Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
3. Planning and Organization Skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
4. Communication Skills: effectively communicate ideas and information in written and oral form.
5. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
6. Creative Decision-Making: evaluate or make independent decisions based upon experience, knowledge or training, without supervision.
7. Ability to Comprehend and Follow Instructions: effectively follow instructions from supervisor, verbally and in written form.
8. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
9. Time Management: set priorities in order to meet assignment deadlines.

ENVIRONMENTAL/ WORKING CONDITIONS:

1. Inside work environment.
2. Flexible work hours, including evening and weekends.

EQUIPMENT USED: Computer, copier/fax/printer, calculator, telephone, digital projector.

EDUCATION AND EXPERIENCE

1. High school diploma or GED.
2. Two or more years of progressively responsible public library experience or its equivalent in relevant experience.