

# Library Assistant

**JOB OBJECTIVE:** Assists Library Director with the day-to-day operation of the library including circulation, reference, cataloging and processing, special programming, public computer assistance and outreach. Reports to Library Director. Supervision is exercised over Library Volunteers when appropriate.

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Gives friendly and helpful service to library users.
- Conducts circulation activity, entering data into computer, searching and checking customer files, including registering new patrons.
- Checks library materials in and out using the library's automated library system.
- Fills requests for reserved materials.
- Performs various cataloging and processing related duties.
- Provides research assistance to library users, helping them to gain access to both manual and computer generated information, and providing reader's advisory service.
- Assists library users with the use of online catalogs, databases, and computers.
- Performs a wide variety of routine clerical tasks including maintaining records, processing daily notices, and collecting and recording fines.
- Performs general administrative duties, i.e., answering phones, filing, photocopying, stocking patron supplies, and general straightening of furniture and equipment.
- Attends training courses and undertakes special training activities as directed.
- May represent the library at various promotional events and activities.
- Performs other duties as assigned by supervisor.

## KNOWLEDGE, SKILLS, AND ABILITIES

- A proactive public service initiative with strong communication and interaction skills and the ability to relate to people of all ages.
- Knowledge, interest and appreciation of literature and other sources of information available at the library.
- Ability to provide research assistance.
- Ability to assist in organizing activities and to perform routine tasks.
- Ability to utilize computers to perform data entry and assist library users, including use of Sierra ILS, web browsers, email, online databases, and Microsoft Office applications.
- Exhibits flexibility and possesses a high degree of patience and tolerance.
- Willingness to further credentials by additional education and workshops.

## PHYSICAL AND MENTAL REQUIREMENTS

- Administers work typically sitting at a desk, with occasional walking, light lifting and other limited physical activities. Frequent sustained operation of office equipment is required.
- Regular contact is made with staff members, volunteers, and the general public.

## EDUCATION, EXPERIENCE, AND TRAINING

Experience Needed:

- High School diploma or equivalent required.
- College level studies, computer training and library experience highly desired.

## WORK SCHEDULE:

- Part-time; hours per week varies; may include evenings and weekends.