

## LIBRARY ASSISTANT

**OVERVIEW;** Under the supervision of the Library Director or senior staff, the Library Assistant performs a variety of clerical and technical assignments as well as public service duties requiring the exercise of independent judgment.

### ESSENTIAL DUTIES:

Uses keyboards for typing and data entry.  
Shelves library materials and reads shelves.  
Reviews daily overdue notices and makes necessary phone calls.  
Issues borrowers identification cards according to established procedures.  
Assists patrons in use of library materials and equipment.  
Assists in Interlibrary loan routines  
Runs daily reports and takes appropriate actions.  
Carries out routine procedures for the automated system set up and shut down.  
Performs various library processing tasks.  
Attends desk, circulates library materials, collects fines and fees.  
Assists with programming when needed; conducts story hour when necessary.  
Does routine bibliographic checking.  
Catalogues library materials.  
Performs other related duties as required.

### QUALIFICATIONS

#### KNOWLEDGE AND ABILITIES:

1. Working knowledge of library methods and procedures
2. Ability to operate photocopiers, AV equipment, various types of computers and printers.
3. Ability to communicate effectively with staff and public in person or on the phone.
4. Keyboarding.
5. Ability to establish and maintain effective working and public relationships.
6. Willingness to maintain skills in above-mentioned areas through active participation in appropriate library skills learning experiences.
7. Working knowledge of Google, Microsoft Word, Excel, and Outlook software applications.

#### PHYSICAL DEMANDS:

1. Sitting, standing, walking, climbing, and stooping.
2. Bending, twisting, and reaching: shelving books at various levels.
3. Talking and hearing; use of the telephone.
4. Far vision at 20 feet or further; near vision at 20 inches or less.
5. Lifting and 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: occasionally objects weighing 60-80 pounds on wheels.
9. Mobility: travel to meeting outside the library.

**MENTAL REQUIREMENTS:**

1. **Communication Skills:** effectively communicate ideas and information in written, oral, and visual forms.
2. **Reading Ability:** effectively read and understand information contained in memoranda, reports, and bulletins.
3. **Mathematical Ability:** calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of the calculator.
4. **Creative Decision-making:** evaluate and make independent decisions based upon experience, knowledge, or training, without supervision.
5. **Time Management:** set priorities in order to meet assignment deadlines.
6. **Ability to comprehend and follow written and verbal instructions from supervisor.**

**ENVIRONMENTAL/WORKING CONDITIONS:**

1. Inside work environment.
2. Variable work hours; frequent evening and weekend hours.

**EQUIPMENT USED:**

E-books, tablets, copy machine, computers, telephone system, various printers, audio-visual equipment, die cutter, Wii console, and other manual, electrical, and digital machines.

**EDUCATION AND EXPERIENCE:**

1. High school diploma or equivalent required: additional education desired.
2. Computer experience including troubleshooting, installing, and deleting programs, proficient in Word, Excel, Publisher.
3. Library experience preferred.

