



Job Description

Position:	Library Assistant
Classification:	Part-time; Non-Exempt
Reports to:	Library Director
Updated:	January 2019

Job Summary

Under immediate supervision, performs routine library clerical and customer support services as assigned.

Duties and Responsibilities

Tasks include routine circulation using automated circulation system, shelf maintenance, customer service and clerical functions. Duties include:

- Opens and closes branches following a checklist
- Greets patrons and keeps accurate count of visitor statistics
- Uses automated circulation system to check materials in and out, and to add or edit patron records
- Performs other routine library computer functions
- Collects fines and ensures that materials are in good condition prior to returning them to the collection
- Shelves materials and reads shelves for order and neatness as needed
- Provides first contact with patrons by telephone or in-person; answers routine reference questions, answers telephones, and refers questions and requests to other staff as needed
- Performs related work as required

Job Requirements

- Able to establish and maintain effective, tactful and courteous working relationships with supervisors, associates and the general public
- Able to communicate clearly in verbal and written language and to understand and follow written and verbal instructions
- Able to manage sensitive and confidential information with integrity
- Able to find solutions and make decisions in accordance with regulations and established policies
- Knowledge of library clerical procedures and practices and/or experience in using libraries
- Competent use of computer-based tools such as MS Word, MS Excel, Gmail and the Internet
- Knowledge of and competence with general office procedures, equipment and business arithmetic
- Able to meet physical aspects of the job such as bending, lifting, carrying, standing and sitting as required by the duties as described
- Must be able to work flexible hours, including evening and weekend hours
- Should be able to work in any library branch as needed
- Successful applicants will be subject to criminal background check
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.