LIBRARY ASSISTANT- REVISED 6/2012

Typical responsibilities of position: Under general supervision of the library director the library assistant performs clerical and paraprofessional library work serving the library patrons both directly and indirectly as required.

Supervisor: Hatch Public Library Director

Job Classification: Part time

Duties/Examples of work:

1. Performs circulation desk procedures, such as checking in and checking out materials, registering patrons, answering telephone reference questions, and collecting fines.
2. Assists patrons in technology room with internet research, sending and receiving emails, printing and with varied types of software applications.
3. Requests and receives interlibrary loan materials.
4. Does typing, filing, word processing, and database entry as required.
5. Processes, withdraws, repairs, or reconditions library materials.
6. Shelves library materials and reads shelves.
7. Sorts and routes mail.
8. Assists with library programs and displays.
9. Does bibliographic checking.
10. Assists patrons with mechanical operations of the library.
11. Answers directional questions, assists patron with ready-reference questions and readers advisory, bibliographic instruction, and database searching.
12. Assists the library director with cataloging, interlibrary loan requests, over due procedures, and maintaining statistical and fund account information as required.
13. Performs other related work as required.

Knowledge and abilities:

1. Working knowledge of English grammar and spelling.
2. Working knowledge of library operations, services, and materials.
3. Ability to operate library machines properly which may require knowledge of databases and search methods.
4. Ability to communicate effectively with staff and public in person or on the telephone, and maintain effective public relations.
5. Ability to understand library policies and procedures and apply them to library operations.
6. Ability to use computer software and manage computerized files.
7. Willingness to maintain skills in above-mentioned areas through active participation in appropriate library skills learning experiences.

Physical demands of the position:

1. Sitting, standing, walking, climbing, and stooping.
2. Bending, twisting and reaching.
3. Talking and hearing; use of the telephone.

4. Far vision at 20 feet or further; near vision of 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: objects weighing 60-80 pounds on wheels.
9. Mobility: travel to meetings ouside the library.

Mental Requirements:

1. Communication Skills: effectively communicate ideas and information both verbally and in written form.
2. Problem solving skills: develop feasible, realistic solutions to problems, refer problems to supervisor when necessary.
3. Reading ability: effectively read and understand information contained in memoranda, reports, and bulletins, etc.
4. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
5. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of a calculator.
6. Time Management: set priorities in order to meet assignment deadlines.

Environmental/working conditions:

1. Inside work environment.
2. Flexible work hours: frequent evening and weekend hours.

Equipment Used:

1. Computer, telephone, calculator, photocopy machine, microfilm/fiche reader, fax machine, printers, modems, projectors and varied types of audiovisual equipment, cameras, building systems such as security and heating/air-conditioning.

Education and experience:

1. High school diploma or GED.
2. Keyboarding and general office experience.
3. Some previous library work experience preferred.