

## **LIBRARY ASSISTANT**

### **Supervisor**

Hatch Public Library Director

### **Typical Responsibilities of Position**

Under immediate supervision, performs clerical and other paraprofessional library work as required.

### **Duties/Examples of Work**

1. Performs circulation desk procedures, such as checking materials in and out, registering patrons, answering telephones, collecting fines, answering reference questions, etc.
2. Assists patrons in Technology Room with internet research, sending and receiving emails, and with varied types of software applications.
3. Requests and receives interlibrary loan materials.
4. Assists with cataloging of materials, overdue procedures, and maintenance of statistical and fund account information as required.
5. Checks in deliveries and interlibrary loan materials.
6. Assists patrons in Heritage Room with local history and genealogical research.
7. Does keyboarding and filing.
8. Processes, withdraws, repairs, or reconditions library materials.
9. Shelves library materials and reads shelves.
10. Sorts and routes mail.
11. Assists with library programs and displays.
12. Does bibliographic checking.
13. Assists patrons with mechanical operations of library equipment.
14. Answers directional questions, assists patrons with ready-reference questions, readers' advisory, bibliographic instruction, database searching and refers patrons to appropriate personnel when needed.
15. Assists library volunteers with assigned duties as directed by the Library Director.
15. Performs light housekeeping
16. Performs other related work.

### **Knowledge and Abilities**

1. Ability to learn pertinent computer skills and to effectively use them to perform assigned duties.
2. Ability to effectively present information and respond to questions from patrons.
3. Ability to maintain confidentiality of library patron information.
4. Ability to follow detailed directions.
5. Ability to operate library equipment properly.
6. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
7. Mobility: travel to meetings outside library/system
8. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
9. Keyboarding and filing ability.

10. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
11. Working knowledge of English grammar and spelling.
12. Working knowledge of library operations, methods, procedures and the library's collection.

### **Physical Demands of the Position**

1. Ability to work in confined spaces.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Fingering: keyboarding, writing, filing, sorting, shelving and processing.
5. Handling: processing, picking up and shelving books.
6. Lifting and carrying: 50 pounds or less.
7. Pushing and pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, stooping, kneeling and crouching.
9. Talking and hearing; use of the telephone.

### **Mental Requirements**

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions effectively, follow instructions from supervisor, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Communication Skills: effectively communicate ideas and information both in written and verbal form.
6. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
7. Reading Ability: effectively read and understand information contained in memoranda, reports, bulletins, manuals, and publications, etc.
8. Time Management: set priorities in order to meet assignment deadlines.

### **Environmental Working Conditions**

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

### **Equipment Used**

Computer equipment, library automation systems, audiovisual equipment, calculator, camera, cash register, copy machine, fax machine, microfilm/fiche reader/printer, telephone/TDD/TTY, typewriter, bookcart.

### **Education and Experience**

1. High school diploma or equivalent, as demonstrated by prior work experience or documented accomplishments.
2. Keyboarding and general office experience.
3. Some previous library experience.

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