



## STAFF JOB DESCRIPTIONS

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### LIBRARY ASSISTANT – non-exempt

Library Assistant will work under the direction of the Branch Librarian or assigned Supervisor for assigned branch library. This position will work throughout the library covering circulation duties, assisting with programming, outreach, maintaining displays, processing materials, and assisting technical services and administration. This is a multi-faceted position where customer service is key. The ability to communicate, follow directions, assist patrons with overall library questions and assist with various library duties and tasks is required.

### SUPERVISION

- Reports to Branch Manager or Director as assigned.

### MAJOR AREAS OF RESPONSIBILITY:

- Provide basic library functions, including circulation, programs, outreach and customer service.
- Administer library cards and handling patron account issues
- Provide quality customer service
- Answer telephones
- Utilize library software and assisting patrons with computer and printing needs
- Perform all opening and closing procedures
- Assist with library displays and maintaining overall appearance of library
- Complete shelving, shelf reading, and discharging of library materials
- Empty book drops and handling materials from other libraries
- Handle meeting room reservations and overseeing the set-up and check out of rooms
- Assist in all library tasks and operations as assigned
- Assist with programs and outreach
- Work with minimal instruction alone or as part of a team
- Assist with social media
- Assist with mending and maintenance of library materials
- Be flexible in duties and ability to multi-task
- Be an energetic, motivated, and creative personality with a strong service orientation
- Deal tactfully and courteously with all ages of people in a public service context and with all staff members
- Saturday and evening hours required
- Other duties as assigned

### *Language skills*

- Ability to express ideas clearly and concisely in English, both orally and in writing.

- Ability to effectively present information to other employees of the organization and the public.

#### *Mathematical Skills*

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

#### *Reasoning Ability*

- Ability to apply common sense understanding to carry out written and oral instructions.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; to talk and to hear. The employee may be required to stand for two (2) to four (4) hours at a time. The employee may be required to sit for periods of time. The employee is occasionally required to walk, climb or balance, stoop, bend, kneel, and crouch or crawl.

Employees must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds in order to handle books, AV equipment and boxes. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Employees must be able to use computer equipment for extended periods of time; this involves looking at a computer screen several hours per shift, typing for prolonged periods of time, and using a mouse for prolonged periods of time.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually quiet, although occasional loud customers and equipment are present.

### **MINIMUM QUALIFICATIONS**

High School Diploma or equivalent in education. College preferred.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job-related tests and a background check may be required.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. No one person is expected to fulfill all the duties listed and described above; duties and responsibilities will be assigned by supervisors according to the needs of the library and the skills, abilities, and interests of individual Library Assistants.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

*This job description supersedes any previous description for this position.*