

Library Assistant I & II

Library assistants will help the Library Director with all aspects of running a library. They assist patrons, organize library materials and information, and do clerical and administrative tasks. Library assistants will assist in library programming, teach patrons how to access the library's resources, and assist patrons with the technology. Library assistants report directly to the Library Director.

Essential Functions

Answers reference questions and refers as necessary to Library Director for the purpose of helping patrons.

Assists in setting library action items in support and purpose of helping patrons and may plan and supervise special programming, i.e. Children's Storytime, Summer Reading Program, etc.

Plans and submits social media posts, i.e. Instagram, Facebook, website.

Assist in partnering with the community, local schools, daycares, senior centers, other city departments for the purpose to respond to patron needs.

Plan and implement age appropriate library programs for the purpose of responding to patron needs.

Recommends books and provide Reader's Advisory in response to patrons' needs.

Understands and provides appropriate customer service to all members and visitors to the library.

Duties

- Loan library materials to patrons and collect returned materials
- Sort and shelve library items
- Catalogue and maintain library materials
- Handle interlibrary loans
- Register new patrons and issue library cards
- Answer routine reference questions from patrons
- Perform routine clerical tasks such as copy, scan, fax, answer phone, and file management
- Process library fine and fee monies
- Perform cleaning and custodial tasks including dusting, sweep/mop, clean restrooms, vacuum, and basic housekeeping.
- Help plan and participate in library sponsored programming

- Remain competent and current by attending library training; participate in continuing education required by the Library Director.

Qualifications

Verbal, written, listening, and communication skills are required. Must be able to perform basic math skills and understand written or oral directions.

High school diploma or GED required; work in education, child care center, library, office environment preferred.

Have working knowledge of Microsoft Office, Outlook, Google applications, social media such as Facebooks, Instagram, etc.

Have the ability to work alone and with others to meet given deadlines, must demonstrate resourcefulness, organization, and attention to details.

Have the ability to problem solve and find innovative solutions to a wide variety of situations and issues that may arise.

Have the ability to learn new technology and its applications and in return demonstrate technology to patrons.

Uphold library policies; maintain the privacy of all library members and maintain the integrity of the library.

Contributes to the overall success of the library by performing all other essential duties and responsibilities as assigned.

Contributes to a work environment that encourages knowledge of, respect for, and the development of skills to engage with those of other cultures and backgrounds.

Have the ability to make policy based decisions in regards to patrons and the library.

Working Environment

Punctuality and reliability is required

Flexible work schedule including Saturday hours

Outside work; changing library sign, parking lot/grounds maintenance

Push/pull at least 75 pounds and lifting at least 50 pounds

Prolonged movement; standing (50%), bending, reaching, walking (40%), kneeling, crawling, sitting (10%)

Light exposure to dust

Dress is business casual:

No shorts (unless allowed by Library Director during outside programming).

No spaghetti straps, tank tops must be 2-inches wide unless continually covered by a shirt or jacket.

Appropriate neckline for working with children and the public, tops should not be see-through.

Skirts and dresses must be knee length; should be appropriate for kneeling, bending, and reaching.

All clothing should be neat, clean, and in good condition.

T-shirts that support local schools, groups, higher education, and literacy are allowed. T-shirts that promote intolerance, alcohol, or are in poor taste are not allowed.

Leggings, exercise apparel are not allowed during business hours.

Jeans are acceptable, no holes or rips allowed.

Approved 08/19/2020

