

Position Library Assistant, Part-Time
Reports to: Branch Coordinator / Branch Manager depending on duties
Position Status FLSA non-exempt

Summary - Duties related to providing customer service and other assistance to patrons.

Essential Functions - Work is performed primarily in a library environment while standing at a counter for extended periods of time or sitting at a desk using a computer.

Manual dexterity and physical ability to reach and shelve library materials, sort books, software, and a variety of media formats at a variety of heights is required. Sufficient vision, hearing and speech are essential to communicate with patrons and to assist them in locating materials, using computers or other office equipment. Must have sufficient hand eye coordination and manual dexterity to operate a personal computer and keyboard, telephone and other office equipment. Physical exertion will be required to lift library materials and other supplies from overhead and from the floor.

Duties and responsibilities-

Requires weekend and evening hours. Checking library materials in and out; registering patrons; renewing library materials in person and over the telephone; handling money; giving basic assistance with library's online catalog and other library computers and software; assisting patrons with photocopiers, faxing services; calling patrons about holds (requested books); awareness of new titles so that they can be recommended to patrons. Shelves library materials of all formats and keeping those on shelves in order and accessible. Includes answering the telephone in a polite and efficient manner; smiling at patrons as they enter building; other duties as assigned.

Minimum Qualifications

High School Diploma or GED equivalent. Keyboarding experience. A reliable means of travel is required so that staff may provide coverage at other locations as necessary.

Additional Desirable Qualifications

Skilled in the use of computers, software and Internet searching ; good organizational skills; knowledge of principles, methods and practices of services in a public library; extensive knowledge of literature; ability to establish and maintain effective working relationships with community members and staff; skilled in the use of audiovisual equipment; skilled in oral, written and interpersonal communication.