



Library Assistant Job Description

Salary: 11.00/hour
Job Type: Part Time

Job Summary: This position is responsible for checking books in and out, shelving books, and performing a variety of clerical, reference, reader's advisory and customer service duties in support of the circulation and reference.

Major Duties:

- Provides services to patrons by checking materials in and out, collecting fines, answering directional and reference questions, copying materials, placing holds on items, issuing new cards, explaining library policies and procedures, explaining and teaching the library's computer operating system, and responding to telephone inquiries.
- Retrieves items from the book drop throughout the day and checks them in.
- Assists with voter registration.
- Searches for missing items.
- Collects payment for lost or damaged materials and overdue fines.
- Sorts and shelves materials; examines shelves to ensure books are in the proper order.
- Assists patrons with utilizing online reference sources and databases.
- May perform technical service duties such as entering data into the computer, checking in and processing items, replacing barcodes, and conducting inventory.
- Plans and conducts programs with other employees.
- Promotes all library programs and resources to the patrons and community.
- Attends all staff meetings and regional training.
- Prepares holiday and seasonal displays.
- Provides assistance and education for requesting items from other libraries in the PINES system and contacting patrons when the item comes in.
- Provides reference assistance as requested; assists patrons with locating materials, both in the library's collection and online resources through the Three Rivers Website.
- Explains the policies and procedures for the use of the community room to interested patrons, while completing the proper paperwork and scheduling procedures for the room.
- Mends worn and/or torn materials.
- May open and close the library, as well as work on Saturdays.
- Performs general clerical duties such as typing, filing, and cleaning.
- Assists and instructs the public in the use of computers and giving basic internet instruction.
- Performs other related duties as assigned.

Knowledge Required for The Position:

- Knowledge of reference searching via the Internet.
- Skill in operating a computer, social media, Microsoft Office Programs, printer/copier, calculator, and fax machine.



- Skill in performing basic mathematical calculations and basic accounting.
- Skill in dealing with the general public.
- Skill in oral and written communication.
- Skill in working closely with fellow employees.

Supervisory Controls: The Library Manager assigns work in terms of somewhat general instructions. Completed work is spot-checked for accuracy, compliance with procedures and instructions, and the nature and propriety of the final results.

Guidelines: Include library policies and procedures and the position description. These guidelines are generally clear and specific, but may require some interpretation in application.

Complexity: The work consists of related duties in providing library services to patrons. Time constraints and the need to deal with the public contribute to the complexity of the work.

Scope and Effect: The purpose of this position is to provide library services to the community. Successful performance contributes to the effective and efficient use of library materials and services.

Physical Demands: The work is typically performed with intermittently sitting, standing, walking, bending, crouching, or stooping. The employee lifts light and heavy objects, climbs ladders, and uses equipment requiring a high degree of dexterity.

Work Environment: The work is typically performed in a library.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

High School Graduate or equivalent with some college.
Some business or retail experience with customer service