

Library Assistant Job Description

General Description

This is routine clerical work in a library involving basic support services and services to patrons.

Work involves responsibility for routine circulation, shelf maintenance and clerical functions using automated circulation system. Duties include charging books in and out, shelving library materials, data inputting, and telephone answering. This position is also invested with making beginning level library clerical decisions. The work requires that the employee have some knowledge, skill and ability in library clerical functions.

Supervision Received

Works under the immediate supervision of either a Library Manager or TRRLS Director.

Examples of Duties

- Charges books, magazines and other library holdings in and out at the circulation desk and collects fines using an automated circulation system.
- Pulls holds, maintain holds shelf, arrange for holds pickup and delivery
- Replaces books, magazines and other library holdings on shelves according to numbering sequences.
- Discharges incoming library materials using an automated circulation system and inspects them for damages.
- Performs routine library computer functions.
- Operates a variety of standard office and library machines.
- Answers telephones and provides routine information or refers and transfers calls.
- Assists in assuring accurate library shelving by shelf-reading and reshelving of materials, as needed.
- Ability to push and pull objects weighing 60-80 pounds on wheels
- Ability to lift and carry 50 pounds or less
- Performs related work as required.

Knowledge, Skills and Abilities

- Some knowledge of library clerical procedures and practices preferred.
- Good knowledge of clerical practices.
- Good knowledge of the English language.
- Some skill in typing and the ability to do data entry using a computer terminal.
- Good ability to understand and follow written and oral instructions.
- Good ability to pay attention to detail.
- Good ability to establish and maintain effective working relationships with superiors, associates and the general public.

Qualifications

A high school diploma or the equivalent and some experience in using libraries, OR, an equivalent combination of education and experience.