Library Assistant – Part-Time

Position Classification: Part-Time, non-exempt
Reports To: Library Director
Pay Scale: Library Assistant 1

General Position Summary:
The part-time Library Assistant position supports and assists the Library Director in providing library services to the community. Specifically, the part-time Library Assistant assists with data entry and processing new library materials for the district, inventory and other detail-oriented work. The part-time Library Assistant also assists with interlibrary loan duties and performs some circulation and janitorial duties.

Essential Functions/Major Assignments:

- Follows all library practices and procedures as outlined in library policy and procedures and is able to explain them to patrons and volunteers clearly and effectively.
- Perform circulation and/or registration duties including but not limited to cash handling, checking materials in and out, issuing library cards, and shelving.
- Assist patrons in the use of computers, photocopier, and other equipment as necessary.
- Process new library materials for circulation
- Perform various clerical and secretarial tasks as assigned
- Assists with incoming and outgoing interlibrary loans
- Assist patrons in the use of computers, photocopier, and other equipment as necessary.
- Answer the phone, respond to inquiries and making referrals as appropriate.
- Assist with planning, implementing, and evaluating the county-wide Summer Reading Program for all ages using the statewide collaborative theme and materials.
- Assist with planning, implementing, and evaluating a variety of programs for children, young adults and adults.
- Assist with shelving library materials
- Assist with light janitorial duties
- Assist with complex data entry tasks related to library catalog
- Ability to maintain confidentiality and handle sensitive information appropriately.
- As in most jobs, the responsibilities of the part-time Library Assistant often depend on his or her training and experience. Therefore, this job description may not necessarily include all of the essential functions that may be assigned to this position based on the continuing needs of the organization.

Secondary Functions:
- Works on special projects upon request.
- All other duties as assigned.

Job Scope:
Performs data entry, material processing, interlibrary loan, inventory and circulation duties in conjunction with other staff within established parameters under the direction of the Library Director.

Performs data entry & other detail-oriented duties independently with minimal supervision under the guidance of the Library Director. Mistakes or errors may result in poor patron and community relations, inappropriate application of donation funds, incorrect library statistics, and lost or delayed library materials, all of which can have negative implications for the organization.

Most circulation tasks are of a routine nature made within prescribed operating policies and procedures, but some decisions must be made independent of these. Regular interruptions may occur. Mistakes or errors may result in poor patron and community relations, inability to locate or use library materials, and/or damage to the facility, all of which can have negative implications for the organization.

Supervisory Responsibility:
None.

Interpersonal Contacts:
- The Part-Time Library Assistant has regular interaction, on phone, via computer email and in person, with those both inside and outside of the organization to exchange ideas and to provide and gather information and assist members in answering all questions/issues with completeness and accuracy.
- Will have extensive interaction with patrons and their children

Required Skills and Abilities:
- Excellent interpersonal, communication, and customer service skills. Continuous or frequent communication with others in person or over the phone is required for circulation duties.
- Excellent attention to detail needed for complex data entry, retrieval and inventory duties
- Considerable ability to understand and follow written and oral instructions.
- Knowledge of or ability to learn the application of interlibrary loan procedures accurately and efficiently
- Ability to understand and perform complex and non-routine technical tasks.
- Ability to be organized and flexible in an environment with regular changes and interruptions.
- Intermediate office skills include typing/keyboarding, alpha/numeric filing, and arithmetic.
- Intermediate skills with various office software such as Microsoft Word, Microsoft Excel, email, and web browsers.

- Perform circulation and/or registration duties including but not limited to cash handling, checking materials in and out, issuing library cards, and shelving.
- Knowledge of or ability to learn the Evergreen ILS.
- Knowledge of or ability to learn Dewey Decimal Classification System and integrated library computer system.
- Ability and skills to operate telephones, audio-visual equipment, computers, and various office machines.
- Ability to read, write, and understand English.
- Physical ability to see, hear, and talk with library patrons.
- Physical ability to frequently sit, stand, engage in repetitive motions of the hands and arms, reach and manipulate objects, bend, and stoop or crouch. Continuous or frequent use of fingers and hands for keyboarding and manipulating objects is required.
- Physical ability to shovel light snow and salt walkways.
- Visual ability to use close vision and the ability to adjust focus.

Education and/or Experience:
Required

- High school diploma or equivalent
- OR
- An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job.

Bilingual English/Spanish skills a plus.

Job Conditions:
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- This position operates in a professional library environment.
- Standard work schedule is during regular library business hours including some evenings and weekends, with little variance without advance notice.
- This position is in the office and not approved to work remotely.
- The work environment is generally indoors with virtually no hazards or obstacles;
- Routinely uses standard office equipment, especially computers.
- Infrequent travel to branches as needed; infrequent travel to trainings as needed.
- In performance of the duties of this job, the employee is occasionally required to stand; walk; sit; use hands and fingers, drive a vehicle, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; talk or hear.
- The employee must occasionally lift or move office products and supplies, up to 30 pounds.

Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

_____
Employee Signature Date
(The signature of the employee indicates this document has been read and is understood.)

_____
Supervisory Approval Date
(The signature of the Supervisor confirms the assignment of work to the employee.)