

Library Assistant – Branch

Position Classification: Part-Time Non-Exempt

Reports To: Lead Librarian (Outreach Services Lead)

Step Classification: 5/1 – 5/5, Library Assistant III

Pay Scale: \$12.72 - \$15.46 per hour

General Position Summary:

The Branch Library Assistant supports and assists the Library Director in providing library services to the community. Specifically, the Branch Library Assistant assists with the overall operation of a branch library location. The Branch Library Assistant also provides support for circulation, interlibrary loan, and reference.

Essential Functions/Major Responsibilities:

- Follow all library practices and procedures as outlined in library policy.
- Ensure the efficient and effective operation of the branch.
- Assist with collection development.
- Submit monthly reports as requested.
- Maintain working knowledge of library services, practices, and procedures and be able to explain them to patrons and volunteers.
- Perform circulation and/or registration duties including but not limited to: cash handling, checking materials in and out, issuing library cards, processing interlibrary loans, and shelving.
- Assist patrons in the use of computers, photocopier, and other equipment as necessary.
- Answer the phone, responding to inquiries and making referrals as appropriate.
- Under the guidance of the Director provide basic reference service by providing information, interlibrary loans and reserves, and facilitating informational requests concerning other sources of materials.
- As in most jobs, the responsibilities of the Branch 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:

- Assist with processing of library materials.
- Assist with the planning and promotion of library programs.
- Assist with various clerical and secretarial tasks as assigned.
- Perform basic custodial, building and grounds, and computer maintenance tasks.
- Shovel light snow and salts walkway.
- See to building maintenance and alert Library Director to problems.

- Maintain supplies.

Job Scope:

Performs duties independently with minimal supervision operating within established parameters. Many decisions are of a routine nature made within prescribed operating policies and procedures, but some decisions must be made independent of these. Responsible for suggesting changes in or new policies and procedures that may positively benefit the library.

Supervisory Responsibility:

Supervises library volunteers and/or community service workers.

Interpersonal Contacts:

Has regular contact with others both inside and outside the organization. The most common external contacts are library patrons, but has some collaborative contact with local agencies. Internal and external interactions involve information exchange, problem solving, negotiation, and customer service.

Contacts are made both at the employee's initiative and in response to other, with approximately 85% of the contacts made face to face and 15% over the phone or via email. At least 65% of the contacts are with external patrons, and many of these involve the exchange of private patron information.

Required Skills and Abilities:

- Good interpersonal, communication, and customer service skills.
- Considerable ability to understand and follow written and oral instructions.
- Ability to be organized and flexible.
- Ability to operate telephones, audio-visual equipment, computers, and various office machines.
- Basic typing/keyboarding skills.
- Ability to read, write, and understand English.
- Physical ability to shovel light snow and salt walkways.
- Physical ability see, hear, and talk with library patrons.
- Physical ability to regularly sit, stand, bend, and stoop or crouch.
- Physical ability to occasionally lift and/or move up to 50 pounds.
- Visual ability to use close vision and the ability to adjust focus.

Education and/or Experience:

A bachelor's degree or high school diploma/GED and two years of experience in library services or related field is required. Bilingual English/Spanish skills a plus. Must have a valid driver's license and be able to pass a criminal background check.

Job Conditions:

The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs complex tasks requiring independent knowledge and its application to non-routine situations. Frequent interruptions may occur. The noise level in the work environment is generally quiet. May be exposed to dust, fluctuation in inside temperatures and electromagnetic radiation as in a computer screen. Some weekend and evening work is required.