

Library Assistant

Job Description

Job Title: Library Assistant

General Description:

Processes and maintains the library collection and assists groups and individuals in locating and obtaining materials. Furnishes information on library activities, facilities, rules, and services. Educates and assists library users in the use of library resources. Issues and receives materials for circulation and use in library. Assists with programming as needed.

Reporting Relationship(s):

Reports to: Library Director

Supervises: Volunteers as directed by the Library Director

Characteristic Duties:

- Assists library users with research with all library resources including Internet resources.
- Issues and receives materials for circulation and in library use.
- Processes and maintains collection of books, serial publications, documents, audiovisual materials, and other materials.
- Operates Interlibrary Loan system.
- Operates copy machine, fax machine, and computer software such as the Microsoft Office Suite.
- Maintains a clean and organized work area.
- Assists library users with reader's advisory.
- Arranges books and other items for displays.
- Attends continuing education courses as required by the Library Director.
- Other duties as assigned.

Minimum Qualifications:

- Ability to work all hours of library operations, including nights and weekends.
- Ability to effectively communicate orally and in writing.
- Ability to adhere to the ALA Code of Ethics.
- Ability to provide excellent customer service to a wide variety of library users.
- Ability to use office equipment like a fax machine and copier.
- Experience with computer systems (Microsoft Office Suite, Internet, and online databases).

Preferred Qualifications:

- Experience working in a library setting.

Disclaimer:

The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in this description. This job description does not constitute a contract of employment.

Adopted: June 14, 2012

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