

JOB DESCRIPTION



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| Position: | Library Assistant |
| Range: | T4 (Non-Exempt) (Union) |
| Reports to: | Branch Head or Public Services Head |
| Supervises: | None |
| Reviewed: | 12/12 |
| Revised: | 12/12 |

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JOB SUMMARY

Under the supervision of a Library Head or Public Services Head, exercises various library skills, providing patrons with technical assistance in library operations and materials use. Performs a variety of reference/circulation desk duties, assisting patrons with various questions, preparing displays and assisting in the development of library programs. Additionally, may be responsible for specific segments of library service, specializing in designated areas.

DUTIES AND RESPONSIBILITIES

1. Assists at the circulation, information, and children's public services desk preparing for opening and closing, aids patrons in library and on the phone answering reference and routine questions, processing materials being checked in and out using the automated circulation system.
2. Assists patrons requesting technical assistance in the use and location of reference and general reading materials using on line public catalog, reference materials, databases, Internet, and other print/electronic sources.
3. Receives and processes Interloan requests, compiling necessary information for Interloan department to process. Checks in materials and notifies patrons of arrivals and/or prepares returning and outgoing materials to be transferred to the Interloan department.
4. Assists in planning and organizing library programs for the community such as reading programs and book and film discussion groups, lectures, etc. Assists in scheduling activities and compiling necessary materials.
5. Plans, prepares and executes story times for preschoolers and programs in the library and schools for school-age children. Conducts tours of library for groups.
6. Assists in preparing and setting up displays, exhibits and bulletin boards to maintain an informative and attractive physical setting in the branch.
7. Makes changes in item records as needed.
8. Updates and replaces periodic publications such as daily newspapers and weekly and monthly magazines.
9. Assists in shelving library materials as needed.
10. Attends various seminars, conferences and workshops and reads various journals, magazines and professional publications to keep current on the latest methods and techniques in library services. Additionally, continually reads newly printed materials, reviews book lists and discusses materials with other staff to be knowledgeable of materials for selection.
11. Maintains building security, assuring that windows and doors are locked at the end of the business day.
12. May supervise the work of library clerks and pages.

13. May perform various duties of the Branch Head, filling in the individual's absence following well-defined policies and procedures. Consults with the Assistant Director on major issues in the absence of the Branch Head.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

JOB REQUIREMENTS

- Possession of a Bachelor's Degree or its equivalent.
- This is an entry-level classification; no specific prior experience is required. Experience working in a public library is preferred.
- Successful completion of a six-month probationary period.
- Be physically able to perform the essential functions of the job with or without reasonable accommodation.
- Second Language speakers desired.
- Knowledge of library organization, materials, services, and policies and procedures.
- Ability to use computers and to utilize computer databases.
- Effective oral and written communication skills.
- Ability to supervise, direct, and organize the work activities of others.
- Ability to establish and maintain effective working relationships with co-workers, community organizations and the public.
- Ability to conduct oneself with tact and courtesy.