

## **Library Assistant I**

### **Part-Time Circulation Services (Clerk)**

**Definition:** Under the supervision of the Branch Manager, the Library Assistant I Part-Time Clerk performs specialized tasks related to the circulation of library materials and service to the public. The Library Assistant I interacts extensively with the public and other staff. Bilingual candidates (Spanish and English is preferred but not required.)

**Job duties:** (These do not necessarily constitute all of the essential functions of this job.)

- Follows established Library and personnel policies, procedures and work standards.
- Exhibits welcoming, helpful, positive and friendly behavior to all patrons and staff at all in times in all communication formats (verbal and non-verbal).
- Greets patrons and directs them to appropriate services
- Checks library materials in and out and handles any associated issues.
- Assists patrons in locating and acquiring various library materials and information in various formats including books, magazines, internet and library databases.
- Assists patrons in use of copier, computer, microfilm machine and other equipment and devices
- Alert patrons of fines on accounts and accurately handle monetary transactions.
- Issues library cards to patrons.
- Prepares Interlibrary Loan requests as needed
- Retrieves and re-shelves materials when necessary and keeps shelves and stacks neat & orderly
- Periodically assists with storytimes and other programs
- Clerical assistance including, but not limited to, word processing, filing, and copying.
- Other duties as assigned

#### **Job Requirements:**

##### **Education:**

- High School diploma/GED required; Associate's Degree or previous library experience preferred

##### **Skills:**

- Ability to communicate effectively orally and in writing in English and Spanish (preferred but not required).
- Ability to hear, to speak, to communicate verbally in English and Spanish (preferred but not required).
- Ability to establish and maintain harmonious relations with staff and public
- Ability to plan and organize work effectively
- Maintain an organized workspace/office.
- Ability to exercise independent judgment
- Ability to work without supervision.
- Ability to plan & implement programs and services for all patrons
- Ability to adhere to prescribed library routines and procedures
- Ability to read, write and compute
- Ability to handle monetary transactions accurately.
- Ability to manage time effectively to maximize productivity.
- Above-average computer skills, including word processing, spreadsheet, and presentation software in a windows environment, along with basic internet research capabilities.
- Ability to work independently and as part of a team.
- Typing proficiency
- Ability to put things in alphabetical and numerical order
- Ability to understand and follow oral and written instructions
- Ability to do repetitive tasks with speed and accuracy
- Ability to use standard office and library equipment

##### **Physical Requirements:**

- Standing and/or walking throughout the day
- Reaching/bending/stooping to retrieve/replace library materials
- Pushing/pulling--to 75 lbs maximum
- Lifting--to 40 lbs maximum
- Visual acuity to read cards and labels with various type sizes
- Hearing acuity to answer phone and patron verbal requests

**Work Environment**

- Inside work
- Exposure to dust
- Exposure to book molds and various other molds

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the Library and the employees, and is subject to change as the needs of Library and the requirements of the job change.*

Employee Approval: \_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor Approval: \_\_\_\_\_ Date \_\_\_\_\_  
 Library Director Approval: \_\_\_\_\_ Date \_\_\_\_\_