

JEFFERSON PUBLIC LIBRARY JOB DESCRIPTION

TITLE: LIBRARY ASSISTANT

PURPOSE OF POSITION

General Statement of Duties: A Library Assistant is responsible for assisting in the day-to-day operation of the youth or adult department.

Reports to: Library Director and Youth Services Librarian

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Become familiar with:

- layout of the library and the location of particular subject areas
- library policies
- patron-access and staff computers

Handle routine circulation desk operations:

- check books and other library materials in and out using automated circulation system
- assist patrons in using automated card catalog to locate library materials
- answer reference questions
- use equipment available in the library including computers, FAX, scanner, photocopier, photo kiosk and other items
- issue library cards
- keep accurate circulation statistics
- answer the telephone
- some filing, sorting mail, unpacking book & supply orders
- figure charges, collect money, make change, and balance cash drawer

Assist in managing the appearance and order of the library:

- shelve returned items
- straighten and dust shelves and keep public areas neat
- read shelves (check the accuracy of the arrangement of shelved items)
- assist with selecting books for display and bi-monthly deliveries to elementary school classrooms
- clean and repair items
- assist with withdrawing books from the collection

Other tasks, responsibilities and projects as assigned such as, but not limited to, the following:

- create promotional materials using computer graphics programs
- compose and type monthly newsletter and publicity
- help generate and check weekly overdue reports and notices

- assist with creating and maintaining book displays, decorations and bulletin boards
- *continued* -
- process inter-library loan requests
- process new items to be added to the collection and check invoices against orders
- catalog non-book items added to the collection, including movies, audios, Playaways, literacy kits, board games, puzzles, cakepans, etc.
- assist in managing patron registration
- assist with programs offered for patrons

Work extra hours when one of the librarians is sick or gone to a workshop, vacation, etc.

QUALIFICATIONS FOR HIRE

Required Knowledge, Skills and Abilities:

- ability to communicate with the public; be consistently pleasant, enthusiastic, polite and cooperative
- ability to cope with difficult people and stressful situations and to work accurately under pressure or time constraints
- ability to quickly accept and incorporate changes in procedure, policy, and environment
- ability to work independently with little or no supervision
- desire to accept greater responsibility as time goes on
- ability to type, alphabetize, and order numerically quickly and accurately
- have legible handwriting
- ability to add, subtract, multiply and divide quickly and accurately
- ability to answer reference questions accurately
- ability to maintain confidentiality of patron records and requests
- ability to lift up to 50 lbs.
- ability to hear, speak, see, walk, and read
- willingness to participate in continuing education and professional training activities and events, such as meetings, workshops, and conferences.
- these personality traits are considered to be essential for the position: neatness, efficiency, dependability, and flexibility

Education:

- must be at least a high school graduate or equivalent

Experience:

- experience working with the public desirable (both children and adults)
- some knowledge of libraries desirable
- some knowledge of computers desirable

Job Conditions:

This is a part-time position with 10 to 20 hours per week year-round, including some mornings, afternoons, evenings, and Saturdays with some flexibility allowed in hours and days worked.

Benefits:

\$15.00/hour starting salary plus FICA. IPERS benefits when qualified. An employee who works 20 hours or more per week is eligible for one week paid vacation after the first year plus some paid sick leave, personal days and holidays. Full-time employees receive health and life insurance benefits.

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