



P/T LIBRARY ASSISTANT

DUTIES AND FEATURES OF THE CLASS:

The incumbent in this class is responsible for circulation of library materials, removing and shelving materials and performing related tasks. The work is routine in nature and is performed in accordance with well-defined procedures. Work is performed under direct supervision until procedures are learned and thereafter with some degree of independence with occasional checks for adherence to prescribed standards. Personnel in this class may be required to work evenings, holidays and weekends as the library schedule requires.

EXAMPLES OF WORK:

Removes materials from shelves; shelves materials; organizes shelves; labels and mends materials; runs errands; checks materials in and out; helps patrons find materials; takes reserves on materials; types; assists with exhibits and displays; uses an automated library system to provide circulation duties such as checking items in and out; enrolls new patrons; helps create artwork and visual materials; instructs patrons in use of public access computers, including electronic resources; assists with programs; records program statistics and money collected; performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of the purpose and functions of a public library; ability to learn routine library procedures readily; ability to search and navigate the Internet; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with co-workers, staff and the public.

QUALIFICATIONS:

Minimum High School diploma or GED; excellent oral and written communication skills. Working knowledge of Microsoft Office Products (Word, Excel, Outlook).

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- 14-28 hour work week (Monday through Saturday)

Revised 10/2017