

Library Assistant Level I

Job Description

Library Assistants aid in the daily management and operations of the library serving under the supervision of the Director. This part-time, entry-level position includes the following basic library tasks as well as additional training to utilize and maintain the library's established online presence.

PRIMARY DUTIES:

- Assist library patrons in selecting and locating materials as well as offering recommendations and placing items on hold when requested.
- Provide technical assistance, including help with internet access and use of both the Libby and Overdrive mobile apps.
- Check in/out library materials utilizing BiblioVation software.
- Monitor the HOLDS summary report and pull reserved items for patron check-out or transfer to other libraries.
- Make necessary calls to inform patrons of holds availability.
- Register new patrons and issue library cards.
- Accurately shelve library materials in a timely manner.
- Manage payments for copies, faxing, fines, and book sale items.
- Manage counter, phone, and email inquiries.
- Inspect the condition of books and other materials before and after checkout to ascertain the possibility of applicable fines. Repair, recondition, and withdraw damaged library materials as needed.
- Fax and make copies per patron requests.
- Maintain record of library donations.
- Assist with library events, programs, and displays.
- Attend regular staff meetings.
- Maintain library cleanliness and facility safety which may include vacuuming, dusting, shoveling snow, and cleaning of windows and bathrooms.
- Open and close the library in a responsible, timely and efficient manner.

LEVEL I ADDITIONS:

- Maintain and enhance the library's website and social media, including updating, posting, and promoting library news, events, and information.
- Create and design promotional materials for our website, social media, newsletter, and in-library TV display.
- Create and send our monthly email newsletter.
- Digitize, analyze, and organize archive materials and enter data.

REQUIREMENTS:

- Candidate must be at least 18 years old with high school diploma or equivalent.
- Ability to maintain library patron confidentiality.
- Excellent written and verbal communication with an emphasis on customer service.
- Intermediate to advanced computer literacy and the ability to operate library equipment properly.
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
- Effectively able to read and understand detailed instructions as well as information contained in reports, manuals, and websites sources.
- Physically able to bend, stretch and lift a maximum of 40 lbs.
- Ability to work unsupervised with flexible hours, including weekends and evenings.
- Working knowledge of English grammar and spelling.