



Library Assistant II – Gleason Public Library

Position Purpose:

The purpose of this position is to perform professional and direct service work in providing circulation desk coverage for the Gleason Public Library; all other related work as required.

Supervision:

Supervision Scope: Performs varied and responsible professional library duties requiring a thorough knowledge of department standard operating procedures and the exercise of judgment and initiative to accomplish service delivery.

Supervision Received: Works under the general supervision of the Library Director; generally establishing own work plan; all questionable cases are referred to supervisor; supervision and guidance is provided as needed, in particular when starting new projects.

Supervision Given: None.

Job Environment:

Work is performed under typical office and library conditions; is exposed to outdoor weather conditions occasionally; the noise level is moderately noisy at times. Library hours require evening and weekend work.

Operates computers, printers, copiers, scanners, calculator, and other standard office and library equipment.

Makes constant contact with the general public including children and other municipal library staff. Contacts are in person and by telephone and involve an information exchange dialogue.

Has access to personal information about citizens; most information is subject to public disclosure and must be appropriately presented for the audience and communicated factually.

Errors could result in delay or loss of department services and poor public relations.

Essential Functions:

(The essential functions or duties listed below 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.)

- Performs circulation responsibilities according to approved procedures e.g. registering patrons for library cards, checking in and out library materials, processing reserves and other requests, routing items in from and out to network libraries, calculating and collecting fines for overdue, lost or damaged materials, and processing overdue notice
- Instructs patrons in the layout of the library.
- Assists readers in routine selections and the location of books, periodicals, and other materials and resources.
- Schedules the use of various museum passes; oversees their timely return.
- Creates book displays, including creating signage or lists.
- Communicates policies and procedures to patrons and answers general questions from patrons.
- Prepares DVD's for cataloging and label.
- Covers the Children's reference desk.
- Empties the drop box in the morning; closes library and sets alarm at the end of the night; maintains general cleanliness and order of the circulation desk, children's desk and children's room.
- Repair books as needed.
- Assists with the weeding of books.
- Updates bulletin boards in two entrances.
- Assists in preparing new material for circulation.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: General knowledge of professional library work. Knowledge of the organization and management of general library operations. General knowledge of automated library systems. Familiarity with books, authors and titles, and a strong interest in reading.

Ability: Demonstrated ability to communicate effectively with a wide variety of patrons. Good attention to detail. Ability to organize tasks and time.

Skills: Good oral and interpersonal skills. Superior customer service skills. Skill in using personal computers must be proficient.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is frequently required to walk, stand, sit, communicate, and hear; handles, feels or operates objects, tools, or controls, and reaches with hands and arms as in physically retrieving books from the top shelf and picking up files, papers and other common office objects. Employee must occasionally lift and/or move objects weighing up to 30 pounds such as files, books, supplies, etc. Employee must possess the ability to operate a keyboard at a moderate speed. Vision and hearing at or correctable to normal ranges.

(This job description does not constitute an employment agreement between the employer and employ and is subject to change by the employer as the needs of the employer and requirements of the job change.)