**ALVAH N. BELDING MEMORIAL LIBRARY**

**LIBRARY ASSISTANT – PART-TIME**

**GENERAL JOB DESCRIPTION:** The Library Assistant performs many support activities involved in operating a library by assisting the full-time librarians following established rules and procedures and policies. May assist in the administration of the library in the absence of a full-time librarian. Library Assistants generally work in both technical and user services. User services work is directly with the public to help them find the information needed. Technical services is acquiring and preparing material for use and dealing less frequently with the public. An employee in this class shall perform routine general library work and should be proficient in both user services and technical services. Library Assistants may work on special projects.

**SUPERVISION RECEIVED:** Works under the general direction and supervision of the Library Director and the Head of Circulation who issue instructions, spot check work, or require cross-checking by other personnel, but has some latitude for the exercise of independent judgment and initiative.

**DUTIES:**

* Performs circulation desk procedures, such as checking in and checking out materials, placing holds, registering patrons, and collecting fines.
* Checks in deliveries of interlibrary loan and MeL Cat materials.
* Does typing and filing.
* Processes, withdraws, repairs, or reconditions library materials.
* Shelves library materials and shelf reads.
* Places materials orders.
* Assists with library programs and displays.
* Designs library literature.
* Keeps library signage up-to-date.
* Keeps library social media up-to-date.
* Assists patrons with ready-reference questions and readers advisory, bibliographic instruction, and database searching.
* Assists patrons with mechanical operations of library equipment.
* Assists patrons with operation of personal devices.
* Answers directional questions and refers patrons to appropriate personnel.
* Performs other related work as needed and required.

**KNOWLEDGE AND ABILITIES:**

* Working knowledge of library methods and procedures.
* Ability to operate library machines properly.
* Keyboarding and filing ability.
* Willingness to maintain skills in above mentioned areas through active participation in appropriate library skills learning experiences.

**PHYSICAL DEMANDS OF POSITION**:

* Sitting, standing, walking, climbing, stooping.
* Bending, twisting, reaching.
* Talking, hearing; use of the telephone.
* Far vision (20 feet or further); near vision (20 inches or closer).
* Lifting and carrying up to 50 pounds.
* Handling materials; picking up, processing, shelving books.
* Dexterity; typing, writing, filing, sorting, shelving, processing.
* Pushing or pulling objects weighing 60 – 80 pounds on wheels.
* Ability to travel to meetings outside the library.

**OTHER REQUIRED SKILLS:**

* Communication; effectively communicate ideas and information both in written and oral form.
* Reading ability; effectively read and understand information contained in memoranda, reports, and bulletins, and as required for fulfilling duties.
* Ability to comprehend and follow instructions; in verbal or written form.
* Mathematical ability; calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
* Time management; set priorities in order to meet assignment deadlines.

**WORKING CONDITIONS:**

* Inside work environment.
* Flexible work hours; frequent evening and weekend hours.

**EDUCATION AND EXPERIENCE:**

* High school diploma or GED required; Bachelor’s degree preferred.
* Keyboarding and general office experience.
* Basic computer skills.
* Previous library experience preferred.

**PERSONAL ATTRIBUTES:** Ability to deal with associates and the public in a courteous manner; ability to make decisions of other than a routine nature in order to meet controlling conditions; neat personal appearance; emotionally stable; pleasing manner.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.*