Library Assistant

**General Description**  
Work involves providing library services to children or adults. Duties include reference work, materials review and programming. This position is also invested with making beginning level library technical decisions. The work requires that the employee have good knowledge, skill, and ability in the basic phases of the public library field. To meet the needs of the library, the role of the Library Assistant requires the ability to adapt and take on new duties as assigned. Examples of these duties are listed below. Other routine work involves keeping current of new technologies and methods, providing for the overall care and maintenance of the collections, attending meetings and workshops and communicating with patrons, co-workers and other agencies. Regularly scheduled night and weekend work is expected.

**Supervision Received**  
Works under the general supervision of the Director and/or Department Head

**Essential Job Functions**

* Develops and presents library programs
* Provides reference services and reader's services
* Maintain patron accounts regarding fines and overdue items
* Creates displays to highlight book collections or services
* Writes public information materials regarding library activities
* Performs circulation tasks using the Sierra automated circulation system, such as charging materials, collecting fines, and preparing library cards, as necessary
* Assist Library Clerks with shelving
* Performs routine book maintenance and processing including new stickers, typing spine labels and covering books
* Responds to telephone and in-person requests for information and help with various technologies
* May lead and direct the work of the library in the absence of the Director and Department Head
* Other duties as assigned

**Additional Duties by Assignment**

* Supervise clerical employees in the performance of their duties
* Copy catalogs library materials, requests the import of records from PrairieCat
* Assists in material selection and acquisition through book review reading, book selection meetings and contact with patrons
* Create, provide, and maintain reports
* Maintain OCLC by responding to requests from our patrons as well as fulfilling requests by other libraries in a timely manner
* Administration of the public meeting room reservations

**Knowledge, Skills, and Abilities**

* Some knowledge of the principles and practices of public library functions
* Some knowledge of reference tools and procedures
* Good knowledge of the needs of library patrons and the ability to provide the type and level needed
* Some ability to develop and present library programs
* Some ability to develop and present public information materials to promote library use
* Considerable ability to establish and maintain effective working relationships with superiors, co-workers, and the general public
* Communicates effectively orally, in writing and by listening in the modes of conversation, speaking to small groups, preparing formal and informal written reports and hearing and reading instructions, concerns or customer complaints
* Has a strong professional interest in reading, literature and library science

**Qualifications**

* Four-year degree from an accredited college or university in the social sciences, humanities, or a related field and some professional training in library work, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education

**Physical Requirements**

* Ability to move and/or lift materials up to 25 pounds
* Ability to push a loaded book truck weighing up to 300 pounds
* Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
* Ability to operate a keyboard at efficient speed and typical office equipment, including computer hardware
* Regularly required to talk and/or hear; use hands to operate objects, tools, or controls; and reach with hands and arms
* Vision and hearing at or correctable to "normal ranges"
* Occasionally required to attend off-site meetings