

LIBRARY ASSISTANT

General Job Description

Performs intermediate skilled administrative support work assisting in the daily operation of the library, assisting patrons, coordinating programming and outreach services, and related work as apparent or assigned. Work is performed under the limited supervision of the Librarian. This position is appointed by the Town Manager with direct input from the Librarian. The primary role is to assist the Librarian in the day to day operations of the library performing the various functions relevant to the facility and developing and implementing fundraising activities in conjunction with volunteers, coordinating programming and outreach services to benefit the general public, and conducting ongoing public relations with all residents and guests of the Town. These include assisting patrons locate and access all library books, periodicals, and other printed material as well as aiding them in using electronic equipment, mostly computers. They must have the ability to check in and check out books, return books to the shelves, maintain orderly shelves, register new patrons issuing library cards, and reserve materials for patrons as well as notifying them of availability. Other requirements include basic clerical skills as well as an understanding of the fundamental operation of a library. Basic computer skills are needed as well as some knowledge and interest in literature. Associates/Technical degree with coursework in library science, business administration, or related field and moderate experience in a library or office administrative setting, or equivalent combination of education and experience.

Work Tasks and Responsibilities

Daily

- Perform circulation duties; checks materials in and out utilizing automated system; shelve and ensure materials are in order.
- Assist the public and patrons with computer usage; answer questions; locate books and other materials.
- Answer telephone; direct callers to the appropriate staff; renew materials; place requested materials on hold; prepare faxes and copies; troubleshoot computers, printers and fax machine.
- Register new library patrons; update and correct patron registration information; issue new and replacement library cards.
- Receive money for copies, overdue materials, lost or damaged books and replacement of cards; prepare and make bank deposits.
- Read to a variety of groups on an assigned schedule; assist with children and family activities and special projects as needed.
- Maintain and update the Library website; prepare articles for blogs and newsletters; maintain the Library calendar.
- Plan, organize and implement the summer reading program; plan and prepare all documents, flyers and forms as needed; organize volunteers for the program; gather and organize donations and prizes for the program.
- Perform open and close procedures for the library as required.
- Assist Librarian with learning and enrichment programs for youth and adult patrons.
- Assist Librarian with compiling statistical data as it pertains to the operation of the library.
- Perform the functions of the Librarian as needed in their absence.

- Help to promote the library facility to the community as a whole; participate in all relevant public relations activities.
- Perform any other work task as assigned by department head or Town management.

Monthly

- Assist with creating an inventory of all supplies.
- Assist with all community outreach programs as they relate to the services the library can provide.
- Assist with completing any required monthly reports.

Special Assignments/Projects

- Assist with any fund raising programs to support the operation, renovation, and expansion of the facility.
- Work with volunteers on various library projects.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking and sitting and occasionally requires using hands to finger, handle or feel, climbing or balancing, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).