



Position Title: Library Assistant

DEPARTMENT:	Library
REPORTS TO:	Library Director or Designated Department Head

General Duties of the Position:

The library assistant performs responsible and varied para-professional library duties and clerical-administrative work in the Adult and Children's Departments; assists patrons including children, students, and parents in using library services and facilities; and helps to coordinate activities and programs

Supervision:

- **Supervision Received:** Works under the direction of the Library Director or designated Department Head, e.g., Assistant Director, Children's Librarian, and Circulation Supervisor
- **Supervision Exercised:** May supervise library pages or volunteers as needed

Job Environment:

- Work is performed in a moderately noisy library. Frequently is required to move from a sitting position to a standing position to serve the public
- Requires the operation of telephones, computers, copiers, facsimile machines, and other standard office equipment
- Makes periodic contact with other municipal departments, state agencies, other libraries, public schools, community organizations and requires daily interaction with the general public; such contacts require the ability to promote and tactfully explain library services. Communication is in person, by telephone, email, and in writing

Essential Job Functions:

(The essential job 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 of the work is similar, related, or a logical assignment to the position.)

- Checks in/out library materials for patrons
- Handles and records monetary transactions with patrons. e.g., fines, fees
- Performs opening and closing procedures for library and circulation desk depending on shift schedule
- Monitors conduct of patrons in library with respect to library regulations
- Creates and updates patron records in system and issues new library cards to patrons
- Runs overdue notices in system and contacts patrons about overdue materials and billing for lost items
- Assists patrons with placing ILL requests and holds for material
- Assists patrons with finding materials

- Assists with Community Room bookings.
- Empties book drops as needed
- Processes mail for library departments
- Creates marketing materials to benefit the library
- Designs book displays each month for the public
- Responsible for booking and other promotional displays for library
- Shelves books, videos, DVDs, music, audiobooks, and periodicals
- Reads shelves as needed
- Checks in magazines and newspapers and processes them for circulation
- Repairs damaged materials as needed
- Assists with microfiche collection – updates collection, keeps monthly statistics
- Participate in material swaps and Interlibrary borrowing of materials
- Assists patrons with the use of the Public Access Computers, printers, scanner, copy and fax.
- Counts and reconciles daily fines and fees under the direction of the Library Director and/or Assistant Director
- Assists with Friends of the Library Book Sale – collects monies, etc.
- Pick up newspapers as needed
- Check Info Email daily
- Shares cleaning responsibilities
- Magazine Responsibilities
 - Checks in magazines and newspapers and processes them for circulation
 - Maintains records for the serials collection
 - Purges outdated serials and newspapers and deletes from the computer system
- Interlibrary Loan Responsibilities
 - Responsible for daily operation of ILL
 - coordinates loans between KPL and other libraries
 - processes loans received in the system for patrons
 - updates files and records for ILL systems
 - keeps monthly statistics for the systems
 - orders and maintains multiple book selections for book clubs

Other Job Functions:

- Performs similar or related work as required, directed, or as the situation dictates
- Continues to maintain knowledge of the field through educational programs and professional associations

Minimum Required Qualifications:

Graduation from an accredited high school. Associate degree and library experience preferred.

Knowledge, Ability, and Skill:

Knowledge: Some knowledge of contemporary library theory, policies, and practices utilized in public libraries; some knowledge of automated systems and various technologies to provide library services

Ability: Ability to oversee and maintain accurate records using data processing; ability to work with a computer daily; ability to establish and maintain effective working relationships with patrons; ability to communicate effectively verbally and in writing

Skill: Excellent verbal and communication skills; skill in using the above-mentioned office equipment

Physical and Mental Requirements:

The work is primarily of an intellectual nature but requires a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to talk, hear, sit, walk, and stand for long periods of time. The employee is required to use hands to finger and/or feel objects; reach with hands and arms; and, occasionally required to climb step stool, and kneel. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to thirty pounds. Specific vision abilities required by this job include close, peripheral and distance vision and the ability to adjust focus. This position requires the ability to operate a keyboard at efficient speed. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

(This job description does not constitute as employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)