

JOB DESCRIPTION



Position:	Library Assistant
Range:	T4 (Non-Exempt) (Union)
Reports to:	Branch Head or Public Services Head
Supervises:	None
Reviewed:	12/12
Revised:	06/16

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JOB SUMMARY

Under the supervision of a Library Head or Public Services Head, provides excellent, friendly and user centered services to community members. Provides readers advisory services, plans and organizes library programs both inside and outside of the library and assists patrons in basic technology support and troubleshooting of digital services and resources. Assists at the circulation, information and children's public services points.

DUTIES AND RESPONSIBILITIES

1. Provides excellent, friendly and user centered service to community members seeking library services.
2. Assists at the circulation, information, and children's public services points. Assists patrons in library and on the phone answering questions about collections, library services, digital resources and policies. Helps patrons with general informational questions and locating resources.
3. Instructs and assists patrons in basic technology support and troubleshooting of digital services and resources.
4. Provides readers advisory services, and stays up to date on reading and publishing trends.
5. Receives and processes MEL requests. Checks in materials and prepares returning and outgoing materials.
6. Assists in planning and organizing library programs for the community. Assists in scheduling activities and compiling necessary materials. Serves as presenter including introducing performers/speakers and sharing library information publicly.
7. Plans, prepares and executes story times for preschoolers and programs in the library and schools for school-age children. Conducts tours of library for groups.
8. Works outreach events, providing access to library services and information outside the library building.
9. Assists in preparing and setting up displays, exhibits and bulletin boards to maintain an informative and attractive physical setting in the branch.
10. Updates and replaces periodic publications such as daily newspapers and weekly and monthly magazines.
11. Assists in shelving library materials and maintaining library facilities as needed.
12. Attends various conferences and workshops to stay current on library trends. Reads professional publications to keep current on the latest methods and techniques in library services. Additionally, remains up to date on book and other material reviews and trends. Completes required training elements as determined by job position.
13. Maintains building security, assuring that windows and doors are locked at the end of the business day.
14. May supervise the work of library clerks and pages.
15. May perform various duties of the Branch Head, filling in the individual's absence following well-defined policies and procedures. Consults with the Executive Director on major issues in the absence of the Branch Head.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

JOB REQUIREMENTS

- Possession of a Bachelor's Degree or its equivalent.
- This is an entry-level classification; no specific prior experience is required. Experience working in a public library is preferred.
- Successful completion of a six-month probationary period.
- Be physically able to perform the essential functions of the job with or without reasonable accommodation.
- Second Language speakers desired.
- Knowledge of library organization, materials, services, and policies and procedures.
- Ability to use computers and to utilize computer databases.
- Effective oral and written communication skills.
- Ability to supervise, direct, and organize the work activities of others.
- Ability to establish and maintain effective working relationships with co-workers, community organizations and the public.
- Ability to conduct oneself with tact and courtesy.