

George Culver Community Library

Position Title: Library Assistant

Reports to: Director

Category: Part-time, Non-exempt

Date: 02/14/2022

Overview

The Library Assistant serves as the first point of contact for patrons and visitors, connecting them with library materials, programs, and services.

Essential Functions

Loan library materials including books and DVDs. Collect and evaluate returned materials. Process payment for lost or damaged materials.

Organize and shelve returned materials.

Teach people how to use the library resources.

Answer patron questions. Respond to general information requests in person, by telephone, and through email.

Use and maintain computer library database to help locate library materials.

Register new library patrons and issue library cards.

Operate computers, FAX, and copy machine.

Assist in preparation of book and document displays. Assist in program planning or implementation.

Maintain special records or sections of the library as assigned.

Maintain library confidentiality regarding patron and staff records and information. Follow the principles of intellectual freedom.

Receive oral or written instructions from Director. Report work accomplished to Director.

Perform other tasks as assigned.

Knowledge, Skills and Abilities

Excellent communication and organizational skills. Ability to interact in a friendly, positive, and professional manner with the public, coworkers, the Director, and the Library Board.

Ability to perform with minimum supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability, and timeliness.

Ability to adapt to multiple demands and changing priorities, and be open to new methods and ideas.

Willingness to work a variety of hours including evenings and weekends.

Working knowledge of internet searching and Microsoft Office. Basic typing skills.

Ability to learn automated library circulation systems and online databases.

Willingness to respect the privacy of patrons and coworkers and support the principles of intellectual freedom.

Ability to stand for long periods, bend, climb, stoop, and lift materials weighing up to 20 pounds.

Qualifications

Minimum: Completion of 2 years of high school. Desired: previous customer service experience.