

George Culver Community Library

Position Title: Library Assistant

Reports to: Director

Category: Part-time, Non-exempt

Date: 9/27/21

Overview

Under the general direction and supervision of the Library Director, the Library Assistant performs varied clerical work in issuing and receiving library materials; assists patrons in the use of library services and facilities.

Essential Functions

Performs routine library services such as receiving and loaning books; Performs routine filing of books, periodicals, and other materials.

Checks returned items for damage; Receives overdue fines; Processes library card applications; Reserves books and materials.

Operates computers and auxiliary equipment in routine duties.

Responds to general information requests in person and by telephone.

Processes books and materials.

Assists in preparation of book and document exhibits.

Maintains special records or sections of the library as assigned.

Organizes work according to established procedures.

Assists in program planning or implementation.

Maintains library confidentiality regarding patron and staff records and information. Follows the principles of intellectual freedom.

Receives oral or written instructions from Director. Reports work accomplished to Director.

Performs other tasks as assigned.

Knowledge, Skills and Abilities

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

Working knowledge of internet searching and Microsoft Office.

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.

Excellent communication and organizational skills.

Ability to interact in a positive effective manner with coworkers, the Director, the Board of Trustees and the general public.

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 willing to learn new methods and ideas.

Qualifications

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