

Library Assistant – Part-Time Temporary

Position Classification: Part-Time TEMPORARY, non-exempt

Reports To: Library Director

Pay Scale: Library Assistant 1

General Position Summary:

The temporary Library Assistant is a limited duration, part-time position. This position supports and assists the Library Director in providing library services to the community. Specifically, the part-time, temporary Library Assistant assists with data entry and processing new library materials for the district, inventory and other detail-oriented work. The part-time, temporary Library Assistant also performs interlibrary loan duties and performs some circulation and janitorial duties.

Essential Functions/Major Responsibilities:

- Follow all library practices and procedures as outlined in library policy and job training, including Safety and Health Program.
- Maintain working knowledge of library services, practices, and procedures and be able to explain them to patrons and volunteers.
- Perform complex data entry tasks related to library catalog
- Assist with inventory process
- Process new library materials for circulation
- Perform various clerical and secretarial tasks as assigned
- Process incoming and outgoing interlibrary loans; oversee the interlibrary loan process.
- Perform circulation and/or registration duties including but not limited to cash handling, checking materials in and out, issuing library cards, and shelving.
- Assist patrons in the use of computers, photocopier, and other equipment as necessary.
- Answer the phone, respond to inquiries and making referrals as appropriate.
- As in most jobs, the responsibilities of the part-time temporary Library Assistant often depend on his or her training and experience. Therefore, this job description may not necessarily include all of the essential functions that may be assigned to this position based on the continuing needs of the organization.

Secondary Functions:

- Assist with shelving library materials
- Assist with light janitorial duties

Job Scope:

Performs data entry, material processing, interlibrary loan, inventory and circulation duties in conjunction with other staff within established parameters under the direction of the Library Director.

Performs data entry & other detail-oriented duties independently with minimal supervision under the guidance of the Library Director. Mistakes or errors may result in poor patron and community relations, inappropriate application of donation funds, incorrect library statistics, and lost or delayed library materials, all of which can have negative implications for the organization.

Most circulation tasks are of a routine nature made within prescribed operating policies and procedures, but some decisions must be made independent of these. Regular interruptions may occur. Mistakes or errors may result in poor patron and community relations, inability to locate or use library materials, and/or damage to the facility, all of which can have negative implications for the organization.

Supervisory Responsibility:

None.

Interpersonal Contacts:

Has regular contact with others both inside and outside the organization. The most common external contacts are library patrons and other visitors to the library. Internal and external interactions involve information exchange, including private patron information, problem solving, negotiation, and customer service.

Contacts are made both at the employees' initiative and in response to other, with approximately 75% of the contacts made face to face and 25% over the phone or via email. At least 60% of the contacts are with external patrons, and many of these involve the exchange of private patron information.

Required Skills and Abilities:

- Excellent interpersonal, communication, and customer service skills. Continuous or frequent communication with others in person or over the phone is required for circulation duties.
- Excellent attention to detail needed for complex data entry, retrieval and inventory duties
- Considerable ability to understand and follow written and oral instructions.
- Knowledge of or ability to learn the application of interlibrary loan procedures accurately and efficiently
- Ability to understand and perform complex and non-routine technical tasks.

- Ability to be organized and flexible in an environment with regular changes and interruptions.
- Intermediate office skills include typing/keyboarding, alpha/numeric filing, and arithmetic.
- Intermediate skills with various office software such as Microsoft Word, Microsoft Excel, email, and web browsers.
- Perform circulation and/or registration duties including but not limited to cash handling, checking materials in and out, issuing library cards, and shelving.
- Knowledge of or ability to learn the Evergreen ILS.
- Knowledge of or ability to learn Dewey Decimal Classification System and integrated library computer system.

- Ability and skills to operate telephones, audio-visual equipment, computers, and various office machines.
- Ability to read, write, and understand English.
- Physical ability to see, hear, and talk with library patrons.
- Physical ability to frequently sit, stand, engage in repetitive motions of the hands and arms, reach and manipulate objects, bend, and stoop or crouch. Continuous or frequent use of fingers and hands for keyboarding and manipulating objects is required.
- Physical ability to lift and move materials weighing up to 10 pounds on a regular basis and occasionally lifting and/or move up to 30 pounds.
- Physical ability to shovel light snow and salt walkways.
- Visual ability to use close vision and the ability to adjust focus.

Education and/or Experience:

A high school diploma/GED is required, a bachelor's degree is preferred. Must be able to pass a criminal background check. Bilingual English/Spanish skills a plus.

Job Conditions:

Working conditions are a typical library environment for circulation duties, which is generally quiet and physically comfortable with very few hazards or obstacles. May be exposed to dust, some fluctuation in inside temperatures and electromagnetic radiation as in a computer screen. Some evening and/or weekend work is required.

The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.