

Job Title: Library Assistant

General Statement of Responsibilities

A Library Assistant – Provides high quality customer service to library patrons. This position reports to the Head of Circulation.

Responsibilities:

- Performs library materials check-in, check-out, renewal, holds, and patron registration and renewal.
- Collects patron fines and fees and makes change as needed.
- Assists at reference desks by answering basic in-person and telephone reference inquiries.
- Assists patrons with computer services, including public access computers and online public catalogs (OPACs).
- Participates in programming and special events.
- Shelves and files materials as necessary.
- Repairs and mends library materials as necessary.
- Performs other tasks as assigned, may work in other areas as assigned.

Necessary Qualifications:

A high school diploma is required for this position, with some college work preferred. This position requires good interpersonal skills, communication skills, and the desire to provide excellent customer service. Solid writing and computer skills are also required.

ADA Concerns:

The Library Assistant assigned to Adult Services may be a person with partial visual or hearing disability. Adaptive technology may be used to communicate with others, although the Library Assistant assigned to Adult Services must be able to communicate in person and by telephone and read print and nonprint materials. The reaching, bending, and lifting that characterizes this position may pose physical challenges.