LIBRARY ASSISTANT I
POSITION DESCRIPTION

POSITION OVERVIEW

Under the supervision of the Library Director, performs responsible and varied duties working with the public in the area of circulation services. Assists patrons in the use of library services, equipment, and facilities, working as part of a team to support library goals and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Understands and is able to perform all jobs related to circulation services, including but not limited to preparing library for opening; greeting all patrons and visitors; charging, discharging, and renewing library materials; registering patrons; collecting and recording fines and fees; processing and receiving system-level and statewide holds; managing front desk statistics; shelving materials accurately and maintaining the order of shelves.
- Provides patrons with general information on library services; assists and instructs patrons and visitors in the use of library services including online catalog and electronic resources.
- Manages inquiries over the counter, via email, or telephone.
- Assists patron and visitors with use of public computers, printers, and copy machines.
- Works with Technical Services Coordinator in final processing and display of new materials.
- Assists Education/Program Coordinator with planning and implementation of programs as needed.
- Assists with general marketing and promotion of library services and programs.
- Opens and closes the library according to procedures.
- Assists with special projects and performs other duties, as assigned.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

High School graduate or equivalent; college coursework or degree preferred.

Demonstrated customer-service orientation, exceptional organizational skills, basic computer literacy with familiarity in library systems a plus, a keen interest in books and reading.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Ability to interact courteously and effectively with the public
- Ability to understand and interpret library policies and procedures
- Ability to assist public with computer use and technical issues
- Ability to work both independently and as a team member

PHYSICAL DEMANDS

- Ability to move and/or lift materials up to 25 pounds.
- Ability to push a loaded book truck
- Regularly required to stand, walk, bend, kneel, reach, climb, balance and sit
- Ability to operate a keyboard at efficient speed and typical office equipment, including computer hardware
- Vision and hearing at or correctable to “normal ranges”

WORK ENVIRONMENT

Work is performed in a library environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time.

HOURS AND PAY

Part-time; hours are as assigned by the library director.

JOB DESCRIPTION EMPLOYEE AGREEMENT
for Library Assistant I

I, _____, have read and understand that the duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

_____ _____
Employee Signature Date

Updated and approved by the City Commission on February 5th, 2024.