

Hart AREA PUBLIC LIBRARY

JOB DESCRIPTION

JOB TITLE: Library Assistant

REPORTS TO: Library Director and Assistant Director

SUMMARY

The Library Assistant keeps the library running smoothly during daily operations. They perform responsible and varied clerical work in circulation, collection development, interlibrary loan, materials processing and cataloging and shelf maintenance. The Library Assistant assists patrons in finding information and using library services and facilities. The Library Assistant reports to the Library Director and is an at-will employee and is benefit-eligible.

PRINCIPAL DUTIES AND QUALIFICATIONS

The duties of the Library Assistant will encompass a variety of tasks as determined by the Library Director. Quarterly evaluations will be based on defined goals and objectives agreed upon by the Library Director and the Library Assistant.

(All of the following duties and responsibilities are judged to be “*essential functions*” in terms of the American with Disabilities Act or ADA.)

Responsibilities

- Helps establish and maintain a high customer service performance standard.
- Opens and closes the library.
- Performs full range of circulation desk duties including issuing library cards, checking materials in and out, reserving books, collecting fines, and answering the phone.
- Advises patrons about library materials, on-line services and computers and oversees appropriate use of the facility.
- Responds to requests for information from patrons in the library, through email and by phone or refers inquires to the Library Director.
- Assists in training and supervising staff and volunteers.
- Processes new books, audiobooks and videos including verifying book deliveries, checking invoices, labeling and covering materials and entering data into the computerized catalog.
- Manages the library collection by culling outdated, unused and damaged items, keeping shelves properly organized, selecting materials and recommending purchases based on reader's interests and requests.
- Maintains inventory and orders supplies.

- Assumes responsibility of daily library operations in absence of the Library Director or Assistant Director.
- Has knowledge of upcoming adult and children programs, book sales and other events.
- Performs special duties as assigned.
- Attends workshops and conferences.

Knowledge, Skills and Abilities

- Demonstrates a working knowledge of library principles and practices.
- Understands computers and automated library systems.
- Works in a pleasant and effective manner with patrons, coworkers, and volunteers.
- Works independently and takes initiative to successfully complete duties.
- Enjoys reading and using other library materials and helping others of all ages enjoy library resources.

Required Qualifications:

- A Bachelor's degree from an accredited institution. A candidate must possess a Level III certification issued by the Library of Michigan or obtain certification within twelve months from the date of hire. A high school diploma or equivalent and Level IV certification issued by the Library of Michigan may be deemed sufficient.
- Strong familiarity with computers and mobile devices, working knowledge of Microsoft office software, and other productivity software, and of new and developing technologies, social networking and online databases.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. The statements are not to be construed as an exhaustive list of all duties that may be performed by the Library Assistant I. Other duties, clerical or otherwise, maybe required.

WORKING CONDITIONS

- Generally, will work within a normal office environment.
- Will require travel for meetings and conferences.
- Work hours are varied, including evening and weekend hours.
- Occasional sitting/standing in one position for extended periods of time.

The Hart Area Public Library is an Equal Opportunity Employer and is committed to making employment decisions based on valid requirements, without regard to race, color, national origin, sex, religion, age, disability, or veteran status.