

# **Job Description**

## **Assistant Librarian**

### **Overview of Position**

The Assistant Librarian helps library patrons, completes daily circulation desk duties, and develops creative projects to improve the library's collection, programs, and services.

### ***Duties/Examples of Work***

- Performs front desk duties, such as answering the telephone and greeting patrons
- Organizes and conducts basic library services, such as materials check-in, holds processing, patron checkouts, records maintenance, and interlibrary loans
- Assists patrons with reference questions, reader's advisory, and basic technology use
- Prepares new materials for library circulation
- Coordinates and conducts assigned library services, such as rotating collections, management of re-sale area, outer-library loan, and library programming
- Helps promote the library through social media
- Assists Library Director with collection management
- Advises the Library Director about front-line concerns and facilities problems
- Performs other related work as required

### ***Knowledge, Skills, and Abilities***

- Ability to be creative and organized
- Ability to work with children and library patrons of various ages
- Knowledge of library methods, materials, and procedures and the ability to apply them
- Ability to perform basic computer operations
- Ability to operate office and audio visual equipment
- Ability to communicate positively and effectively with staff and public
- Knowledge of English grammar and spelling
- Willingness to maintain skills in above-mentioned areas through active participation in appropriate library skills learning experiences
- Physical ability to perform moderate lifting, carrying, and maneuvering associated with job duties
- Possess above average public speaking skills
- Ability to communicate effectively with staff, public, and performers
- Ability to use Google Drive, Microsoft suite, and other accessible technologies
- Ability to learn the catalog and other basic circulation tasks
- Ability to maintain a regular work schedule

## ***Equipment Used***

- Computer, calculator, copy/fax machine, telephone, audio-visual equipment

## ***Education and Experience***

- Bachelor's degree or associate degree plus 2 years of library experience
- Computer and general office experience
- Understanding of library environment
- Demonstrated patience and skill in dealing with the public

## ***Special Requirements***

- Ability to meet transportation requirements of the position
- Ability to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends

## ***Mental Requirements***

- Ability to apply technical knowledge
- Ability to comprehend and effectively follow instructions from the Library Director
- Communication skills: effectively communicate ideas and information both in written and verbal form
- Mathematical ability: add, subtract, multiply and divide numbers. Ability to compute ratios and percentages
- Independent thinking: decision-making without direct supervision
- Problem-solving skills: develop solutions to problems with a recommended course of action
- Accuracy in typing

## ***Physical Demands of the Position***

- Sitting, standing, walking, climbing, and stooping
- Bending, twisting, and reaching
- Talking and hearing: use of a telephone
- Keyboarding, writing, filing, and sorting
- Far vision at 20 feet or further, near vision at 20 inches or less (color vision, peripheral vision, depth perception and ability to adjust focus)
- Lifting, carrying 50 pounds or less
- Pushing and pulling objects weighing 125 pounds or more on wheels over carpeted and uncarpeted surfaces
- Routinely lifting 20 pounds or less from floor to positions overhead