

**Job Description: Library Assistant**

**Supervision:** Under the direction of and reports to the Library Director

**Responsibilities of the Position:**

Serves library patrons through interaction at the main circulation desk

**Duties/Examples of Tasks:**

1. Performs front desk duties such as answering telephone and greeting patrons
2. Organizes and conducts basic library services such as materials check in, holds processing, patron check outs, records maintenance, fines processing, interlibrary loan
3. Assists patrons with reference questions, readers advisory, and in basic library computer use
4. Supervises library pages
5. Provides assistance with adult volunteers
6. Assists in preparing new materials for library circulation
7. Advises the Library Director of front-line concerns and facilities problems
8. Coordinates and conducts assigned library services, such as large print and BOCC rotations, management of resale area, outer library loan, and library programming
9. Performs other related work as required

**Knowledge & Abilities:**

1. Knowledge of library methods, materials, and procedures and the ability to apply them
2. Ability to perform basic computer operations
3. Ability to operate office and audio visual equipment
4. Ability to communicate positively and effectively with staff and public
5. Knowledge of English grammar and spelling
6. Willingness to maintain skills in above-mentioned areas through active participation in appropriate library skills learning experiences
7. Physical ability to perform moderate lifting, carrying, and maneuvering associated with job duties

**Equipment Used:**

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

**Education & Experience:**

1. Bachelor's degree or associate degree
2. Computer and general office experience
3. Understanding of library environment