

Job Description: Library Assistant

George Holmes Bixby Memorial Library

GENERAL SUMMARY:

Under the supervision of the Library Director, the Library Assistant will operate the Library, often in the absence of the Library Director, keeping in conformity with the policies established by the Board of Trustees, with other town policies, and with state and municipal laws and regulations.

Educational/Professional Requirements

1. High school diploma or GED required. College degree preferred.
2. Computer proficiency.
3. At least 3 years experience in the field or relevant experience as judged by the Trustees and Library Director to be commensurate for this position.
4. Comprehensive knowledge of library services, principles, practices, and procedures.

Duties/Responsibilities of the Library Assistant

1. Opens and closes the Library as needed.
2. *As desk attendant will:*
 - a. Check materials in and out, and maintain the corresponding automated records.
 - b. Reserve books and materials; and arrange and maintain Interlibrary Loans.
 - c. Answer telephone inquiries.
3. *As advisor and reference assistant will:*
 - a. Assist with simple reference questions regarding all collections.
 - b. Help patrons use the automated cataloging system.
 - c. Refer complex matters to the Library Director.
4. *As clerical assistant will:*
 - a. Register new patrons.
 - b. Prepare and send out overdue notices and bills.
 - c. Maintain collection of new magazines and newspapers.
 - d. Contact patrons regarding reserved and overdue books.
5. The Library Assistant will perform other related duties as required.
6. The Library Assistant is responsible for keeping the Library Director informed of issues and problems relating to the Library.

Financial Administration:

None

General Administration:

None

Personnel Administration:

1. The Library Assistant will operate the Library under a philosophy of service that puts the needs of Library users first and ensures that all staff members respond to those needs in a positive, helpful, and friendly manner.

Required Skills and Abilities:

1. Comprehensive knowledge of Library principles, practices, procedures, and tools.
2. Knowledge of library collection and computer technology.
3. Knowledge of resources, programs, and services available to the Library.
4. Interpersonal skills in working with staff, patrons, Trustees, community organizations, and other local town departments.
5. Other physical skills necessary to perform the job.

Working Conditions / Physical Demands

1. Normal office environment, not subject to extremes in temperature, noise, odors, etc.
2. Will use computer keyboards requiring eye-hand coordination and finger dexterity.
3. Involves travel to meetings and conferences; and attendance at evening meetings.