

# Union County Carnegie Library Salary Schedule and Job Descriptions

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August 2017

**Position: Library Assistant**

**FLSA : Non-exempt Hourly (25 hrs/wk)**

**Status: Part-Time Regular**

## **General Summary:**

Library Assistant is an intermediate level public service staff position. These employees work with limited supervision and have decision making responsibilities for routine matters. They have a large degree of discretion related to prioritizing and executing daily duties while working at the Circulation Desk.

## **Primary Responsibilities:**

- Responsible for executing all tasks relating to circulation including:
  - Checks materials in and out and register patrons for a Library card
  - Assists library users in locating appropriate materials, including using the catalog effectively
  - Assists patrons in the use of library equipment, including computers and other technology
  - Handles financial transactions
  - Helps keep public and staff areas of the Library clean
  - Assists with outreach programs, and special projects as needed
  - Provides basic reference help to patrons
  - Shelves, straightens, reads and organizes library materials for any area in need
  - Helps with collection maintenance, including weeding materials according to designated criteria or lists
  - Answers the telephone when needed and assists with photocopying and faxing
  - Helps with processing new materials to get them shelf-ready, including checking in new periodicals
  - Performs repairs to collection materials
  - Places and processes daily holds and ICLs
  - Communicates with immediate supervisor frequently, including suggestions and concerns
  - Contributes to the current and future success of the library through planning and communication
  - Other duties as needed or assigned by supervisor or Library Director
- Library Assistants may also need to substitute for absent library employees as required
- Serves as a point of contact and source of knowledge for Library Clerks

## **Important Qualities:**

- Outgoing, welcoming, and enthusiastic
- Easily comprehends written information especially instructions pertinent to duties; Follows instructions and all directions with care and commitment
- Able to work effectively and enjoys interacting with people, including both the general public and other staff members of all ages and backgrounds
- Strong attention to detail
- Ability to lift and sufficient flexibility to shelve books and materials repeatedly on all shelves
- Maintains an excellent public service attitude and is courteous
- Creates a positive image of the library at all times
- Ability to use technology easily and effectively
- Associate's Degree required
- One year customer service work experience desirable