

NORTH CENTRAL REGIONAL LIBRARY
Job Description

Job Title: Library Assistant
Department: Public Service
FLSA Status: Non-Exempt
Prepared Date: 2010

Duties and Responsibilities include the following. Other duties may be assigned.

The Library Assistant fills in for the librarian in their absence due to training opportunities, vacations, or illness. Issues borrowers' library cards, checks out materials to patrons, will be able to locate the book or information needed by patrons. Receives overdue fines and follows the appropriate procedures.

Sorts returned materials and returns them to shelves, files, or other designated storage areas. Answers inquiries of a nonprofessional nature. Assists patrons in use of electronic equipment and databases. Answers phones and checks in and processes mail.

Identifies and resolves problems in a timely manner. Able to use reason when dealing with emotional topics. Pursues NCRL training and development opportunities. Responds promptly to patron needs or requests for service and assistance. Listens and gets clarification on policies or procedures. Displays willingness to make decisions. Treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions.

Observes safety and security procedures. Reports potentially unsafe conditions. Uses equipment and materials properly. Adapts to changes in the work environment.

An essential function of this position is consistent and punctual attendance.

Qualifications

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small-group situations to patrons or other employees of the organization. Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of money and weight measurement, volume, and distance. Ability to file alphabetically and numerically.

To perform this job successfully, an individual should have knowledge of NCRL database software and the ability to navigate the internet.

Physical Demands

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, and crouch and talk or hear. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate.