Library Assistant

Summary/Objective

Under general supervision, provides excellent customer service while performing a variety of tasks to assist patrons and co-workers while supporting the daily operations of the library.

Reports to: Customer Services Specialist

Essential Job Functions

- Performs basic circulation procedures including assisting patrons with checking out and returning library materials, collecting fines and other library fees from patrons and other related tasks including assisting patrons with the application process for library cards, issues library cards
- Retrieves book depositories as scheduled, shelves and retrieves library materials
- Reads shelves for accuracy of order, re-shelving materials as needed
- Answers phone and in-person questions and requests and responds accordingly
- Assists patrons in locating library materials and responds to patron information needs through the use of reference sources, the library catalog and library materials
- Operates and explains to patrons the usage of library equipment, public access computers and electronic reading devices
- Assists with projects, programs and activities as assigned
- Maintains appearance of library including but not limited to straightening and dusting shelves, straightening furniture, cleaning tables and computers
- Performs opening and closing procedures

Education and Experience

- High school diploma or equivalent

Knowledge, Skill and Ability

- Basic knowledge of standard computer applications and software
- Keyboard and filing skills
- Excellent customer service skills
- Excellent communication skills, both written and oral
- Ability to work independently with attention to detail and accuracy
- Ability to work with staff and patrons in a positive manner

Physical Demands

Rev. May 2019
Approved Robin Newell, Director
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move objects up to 20 pounds.

Work Environment

This position operates mainly in an office setting and routinely uses standard office equipment. There will be some work outdoors at programs and events.

Position Type/Expected Hours of Work

This is a part-time non-exempt position. Days and hours of work can vary and may include some evenings and weekends.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time without notice and may include other duties as assigned.

The Emporia Public Library provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

__________________________________     __________________________    ______________
Signature      Print Name            Date