



## Library Assistant

A library assistant is an employee who performs responsible work under the supervision of a library branch manager. They assist in the function of the library in a variety of routine and non-routine duties, such as:

- Provides circulation assistance to patrons including checkout of library material, issuing library cards, assessing fees and fines and resolving problems related to library records.
- Receives and sorts library materials, then shelves or transfers them to other locations.
- Provides customer service by answering questions, locating library materials, assisting with computers, and referring patrons to the library branch manager when needed.
- Assists with programming needs.
- Assists with technical processing of materials (cataloging, book covering, labeling, and repair).
- Offers library instruction and training for users. Including use of physical and digital resources.
- Helps to keep the library facility in order and clean on a daily basis.

### Knowledge, Skills, and Abilities

- Knowledge of basic library procedures, methods and techniques;
- Knowledge of library procedures and records maintenance techniques;
- The ability to use library equipment, materials and resources, including basic computer skills;
- The ability to take the initiative and make independent decisions.
- The ability to build and maintain positive working relationships with library patrons and colleagues.
- The ability to maintain organizational systems and attention to detail.

### Minimum Education and Experience

High school diploma or GED with coursework in business, or related field and some experience working in customer service or an office environment, or equivalent combination of education and experience.

### Physical Requirements and Working Conditions

This job requires regularly lifting or carrying objects weighing 10-30 pounds. It also requires standing, walking, reaching, climbing, stooping, pushing or pulling on a regular basis. The job has no exposure to environmental conditions, and is generally performed in a quiet location.