

Loutit District Library

Job Description

Job Title: Library Assistant II – Reference and Information

Reports to: Head of Reference and Information

Job Summary:

The position of Library Assistant II – Reference and Information is a paraprofessional position. Under the supervision of the Head of Reference and Information, this position provides reference and reader's advisory services, maintains the fiction collection by meeting the needs and tastes of the community, promotes collections through displays and programming and champions customer service.

Primary Responsibilities:

- Provides reference and reader's advisory service.
- Responsible for selecting and deselecting assigned areas of the adult collection. Reads professional publications and online reviews for purchasing suggestions.
- Assists with instruction related to digital services, devices, and downloads.
- Creates, plans, and executes programs at department and library level.
- Gathers, compiles, and interprets data related to library services.
- Composes and produces, either electronically or in print, a variety of publications relating to library materials and services.
- Prepares and maintains book displays to highlight library materials, programs, and services.
- Assists patrons in using technical equipment, including PCs, mobile devices, scanners, external drives, and printers, according to library policy.
- Assists with patron print and fax jobs; accepts payments.

Secondary Responsibilities:

- Assists with circulation of library materials as needed.
- Reads library journals and publications for professional development.
- Participates in staff meetings and trainings.
- May attend local, regional, and state workshops and conferences.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of computer operations, Windows-based applications, and peripherals.
- Knowledge of the Internet, web-based email products, popular mobile applications, and search engines.
- Knowledge of library software.
- Knowledge of public library principles and practices. Ability to learn and apply local library policies.
- Proficiency with Microsoft Office, Google Suite, digital services, and devices.
- Flexibility to embrace changing technologies and diverse community needs and abilities.
- Organizational ability to set goals, meet deadlines, and work independently with a high attention to detail.
- Ability to express ideas clearly and effectively to individuals and groups through verbal, written, and visual communication.
- Strong customer service skills, patience, and the ability to work with patrons with varying levels of ability.
- Must possess a sense of alphabetical and numerical order.

Requirements:

- Four years of college or equivalent related experience.
- Bachelor's degree preferred.

- One year of professional work experience in dealing effectively with the public.
- Public library experience preferred.
- Flexible schedule including evenings and weekends.

Physical Requirements:

- Ability to lift, carry, and transport up to 40 pounds.
- Ability to shelve or retrieve books through bending and reaching.
- Ability to retrieve library materials from all heights of shelves and access all locations in the library.
- Ability to enter and access information on a computer.

Working Conditions:

- Climate-controlled building. May work off campus in a variety of environments.
- Fast-paced library setting with distractions.
- Ability to work harmoniously with other library employees and patrons.
- Supports an equitable, safe, diverse, and inclusive workplace.

Reporting Relationship:

Reports to Head of Reference and Information. In absence of that person, reports to the Person in Charge.

The above is intended to describe the primary responsibilities, the secondary responsibilities, and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Approvals:

_____	_____	_____
Library Director	Date approved	Date reviewed

_____	_____	_____
District Library Board	Date approved	Date reviewed