

# **CITY OF ECORSE JOB DESCRIPTION**

**TITLE: LIBRARY ASSISTANT**

**DEPARTMENT: LIBRARY**

**SUPERVISED BY: LIBRARY DIRECTOR**

**FAIR LABOR STANDARDS ACT STATUS: NON EXEMPT**

**SALARY: \$16 HOURLY**

**TYPE OF POSITION: PART-TIME, 24 HOURS PER WEEK, SOME EVENINGS AND WEEKENDS REQUIRED**

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Responsible for assisting library patrons with routine library tasks and answering any basic questions concerning patron's materials or accounts by performing the following duties.

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

- Performs circulation tasks, including placing and processing item holds
- Sorts and shelves library materials
- Maintains accuracy and neat appearance of materials
- Answers in-person and telephone questions, referring patrons to other staff when appropriate
- Advises patrons regarding library policies and procedures
- Assists library users in the use of library facilities and equipment
- Prepares library for opening and closing
- Completes monetary transactions
- Checks-in and/or checks-out books
- Assists patrons with printing, copying, scanning, and faxing
- Receives in-transit items
- Prepares items for transit
- Registers patrons for library events
- Checks book-drop and uses backdating as necessary
- Assists with keeping the website up to date
- Assists Librarians with storytimes and other programming as needed
- Processing books, CDs, audiobooks and DVDs for intake to the library collection and access for patrons

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Language Ability:**

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 customers, clients, and other employees of the organization.

### **Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills:**

To perform this job successfully, an individual should have some knowledge of Microsoft Word, Google Drive, Microsoft Excel, Canva, WordPress, Microsoft Publisher, Internet Explorer, Google Chrome, and Mozilla FireFox.

### **Education/Experience:**

High school diploma or general education degree (GED); and equivalent combination of education and experience.

**Knowledge and Abilities:**

- Ability to prioritize tasks
- Professionalism
- Calm demeanor when dealing with upset patrons
- Active Listening
- Basic computer skills
- Communication skills
- Flexibility
- Time Management
- Decision Making

**Physical Demands:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, stoop, kneel, crouch or crawl, and talk or hear. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and ability to see color.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions and animal programs.

The noise level in the work environment is usually quiet.

*The above job description is illustrative and not a complete itemization of all facets of the position*