

Brandon Township Public Library Job Description/Position Standards with Qualifications and Requirements Position: Library Assistant Part-time Salary Range: \$10.90-\$13.3/hour Grade: 3 Effective Date: 2/22/2016
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Job Summary

Under the supervision of the Circulation Manager, staff the circulation desk. This position serves the patron in a friendly, professional manner, thereby ensuring the public a positive library experience. Facilitate the Inter- Library Loan process, complete the physical processing of materials, link materials to the ILS catalog and perform other duties as determined by the manager.

Responsibilities

- Greet all patrons with courtesy and friendliness as Circulation is the first contact the patron has with the library
- Gain complete knowledge of the automated system
- Check out items to patron and receive Library print and non-print materials
- Process new and replacement cards in the automated system
- Accurately input and update data in the automated system
- Maintain any non-automated records
- Follow and enforce all library rules, policies, and procedures
- Follow circulation guidelines and patron privacy laws
- Answer telephone and accurately give information and when necessary, direct calls to the correct location or staff for information
- Calculate and collect funds due from the public
- Ability to operate basic office equipment including computers, copier, fax, cash register, charge machine and calculator
- Ability to use alpha-numeric organization
- Empty all book and audio/visual drops, discharge all items, and organize according to the Dewey Decimal System for shelving
- Sort library materials for shelving; shelve or shelf read as directed to maintain good order
- Learn and perform all functions of inter-library loan process and library software Process all types of materials for BTPL collection and link in automated system
- Repair collection items as necessary
- If scheduled, open or close the library, following established procedures
- All other duties as assigned

Qualifications

High school diploma

Requirements

- Customer service and/or library experience
- Positive public service attitude, computer skills, and good communication skills
- Appropriate math abilities to calculate and collect funds due from the public
- Appropriate reading abilities to sort and properly shelve materials according to the Dewey Decimal System
- Ability to lift or transport items weighing up to 40 pounds
- Work independently as well as with a team
- Flexible schedule, including nights and weekends

Department Affiliation/Supervisor

Reports to the Circulation Manager