

JOB DESCRIPTION – ADULT SERVICES LIBRARY ASSISTANT LIBRARY ASSISTANT I

POSITION CLASSIFICATION: Part-time, approximate 16-20 hours per week

IMMEDIATE SUPERVISOR: Head of Adult Services

SUMMARY: This part-time position typically includes daytime hours, an evening rotation and a one weekend shift per month. Primary duties include staffing the Reference Desk (Reference, Reader's Advisory and Tech Support) and scheduling of meeting rooms. May also assist with programming, events and marketing and public relations efforts.

KNOWLEDGE, SKILLS AND ABILITIES: Outstanding people skills and commitment to public service. Ability to maintain consistent, friendly, quality service and joyful relationships with all. Flexible, creative, innovative, enthusiastic team player. Ability to exercise independent judgement, make decisions, and solve problems within the parameters of library policy. Able to work independently, take initiative, conceptualize and execute projects and manage multiple priorities. Ability to enjoy and celebrate change. Basic knowledge of adult popular literature; print and electronic reference tools. Must have fundamental computer skills. Knowledge to provide basic technology support to patrons is a must. Knowledge of public library policy, services, and practices. Experience with Google, Microsoft products is preferred.

PROFESSIONAL RESPONSIBILITIES: Expected to keep abreast of current trends and techniques in public library service and participate in library meetings. Pursue continuing education opportunities and positively promote and represent the library at fundraising and community events.

The responsibilities for this position will include, but are not limited to:

REQUIREMENTS & QUALIFICATIONS

Basic Requirements

- Bachelor's degree required. Previous library experience is preferred. A degree or coursework in Library Science is desirable; however, candidates currently enrolled in or accepted into an ALA-accredited Library and Information Science program, working toward a Provisional Certification or MLIS, will also be considered.
- Background in public service strongly preferred. Ability to interact with a diverse and broad ranging public. Maintains high quality of service and effective relations with patrons of all ages and staff. Responds to patron requests and concerns in a consistent, positive manner.
- Fosters inter-departmental relationships and communication to reach library goals.
- Must be able to work independently, be comfortable opening and closing the library.
- Reliable transportation required.
- PA Child Abuse and PA Criminal Clearances are required.

Specific Requirements

- Provides in-depth research and recommendation of resources and materials to patrons such as recommending print or electronic sources or titles, placing material requests, searching shelves, and referring to other libraries or community sources.

- Makes appropriate recommendations and provides instruction and technical assistance to patrons in using online catalog, print and electronic sources to access information, and in using computers and other equipment, including general internet help and accessing library resources through computers and mobile devices. Assists with printing.
- Assist with collection development/materials selection/maintenance (e.g. weeding).
- Assists with promotion of library services and materials through displays, booklists, publicity pieces and other public relations efforts.
- Schedules use of community meeting rooms.
- Develops, manages or assists with adult programming efforts.
- Assists with computer and technical support as needed.
- Proctoring in-person exams in accordance with institutional policies and procedures.
- Informs patrons of library policies and procedures, observes patron activity, and addresses violations of the library behavior policy.
- Participates in meetings, continuing education opportunities and professional development. Occasionally collaborate with staff and volunteers on library-wide projects and events.
- Performs other duties as assigned.

WORK ENVIRONMENT

Physical Requirements

- Includes sitting, walking, bending, stooping, and lifting books and files of approximately 35 lbs. or less. Frequently required to reach with hands and arms; climb or balance; stoop, kneel, crouch. Frequent exposure to noise and disruptions and typical household cleaning projects. Ability to set-up tables and chairs.
- Work may include extended periods of time viewing a computer screen and operating a keyboard. Repetitive motion.

Tools and Equipment Used

- Automated library system; personal computer, printers, software programs, cash drawers, calculator, copier; phone; audio-visual equipment, book carts.

ADDITIONAL INFORMATION: This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.