



Grand County

Job Description

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| Title: | Library Assistant | Job Code: | 2120 |
| Division: | Operations | Effective Date: | 09/2017 |
| Department: | Library Services | Last Revised: | |

GENERAL PURPOSE

Performs a variety of **working level library support duties** as needed to provide day-to-day public library services. Functional assignments may include delivering responsive and friendly customer service, assisting the public with informational and directional questions, managing collection development and ordering for one or more of the library's collections, issuing new library cards, maintaining confidential patron records, collecting fees, maintaining the organization and appearance of library collections, processing new acquisitions, etc.

SUPERVISION RECEIVED

Works under the general supervision of the Library Director or Library Services Manager.

SUPERVISION EXERCISED

May provide immediate or close supervision to Library Clerk(s) and/or High School Apprentice(s) while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS (Performs Some or All of the Following)

General Operations: Provides general assistance to patrons by directing them to various locations in the library as needed to locate items in the collection; completes circulation duties; assists with meeting room reservations; assists patrons with placing interlibrary loan and purchase requests; assists the public with copier, printer, and computer needs; answers and directs phone calls as needed; acts as assistant to the Library Management Team.

Performs a variety of general clerical and office duties; types materials, operates computer for word and information processing; maintains records and files; creates and sets up displays; processes incoming and outgoing library materials; assists with weeding and inventory projects; searches for lost books and materials; recommends acquisitions of materials; ensures the accurate transfer of library materials between branches.

Compiles monthly statistics for Library Board meetings; runs usage reports and creates comparison spreadsheets and data visualizations.

Creates and maintains promotional and informational library signage; manages and orders library office supplies; researches products for the Library Management Team; delivers library mail to the post office/courthouse on a daily basis; manages the library's phone system; maintains basic tidiness of the library; assists with opening and closing duties.

Children/Teen Programming: Performs customer service functions geared to child or young adult patrons; collaborates with library staff and management to plan, organize, promote, and implement young adult or children's or pre-school special programs and services; researches collection materials appropriate for target audiences.

Provides administrative support and patron assistance; creates bulletin board presentations, assists with planning and implementation of community events and special programming, leads story-time, performs community outreach, creates various displays, provides specialized young adult assistance and services, utilizes multi-media resources.

Adult Programming: Performs customer service functions geared to adult patrons; assists with program planning, promotion, and delivery.

Reference: provides general reference assistance; responds to questions and directs patrons; may provide simple training to patrons in use of the library's electronic resources; follows library policies and procedures; communicates library policy and procedure to patrons as needed.

Assists patrons in the selection, of library materials; assists patrons in the use of the library's online catalog; maintains the Moab Reading Room; serves as library liaison with the IRS.

In-processes library materials; mends materials as needed, makes recommendations to mend, bind or discard.

Digital Technology: Provides routine "help desk" assistance to staff and patrons; gives basic instruction on the use and applications of various software programs enabling access to library resources.

Assists patrons to locate and operate various types of equipment and machinery, such as copy machines, computers, scanners, etc.

Updates library website as needed; creates audio-visual covers and book jackets; maintains and supports the use of laptop lab and digital projector

Circulation: Performs general duties related to the circulation of library materials; attends to circulation desk, greets patrons and assists with requests; initiates exchange of information required in the lending of library materials; checks in and checks out library materials; retrieves books and materials from book drop; processes holds and manages patron hold requests; assures library patron confidentiality; checks for damaged materials.

Operates computer to enter and update patron records; identifies patron status in relation to obligations, i.e., fees, and communicates the same to patrons; follows established guidelines in allowing waiver of fees; issues library cards; operates computer to delete items from the collections.

Performs general and routine duties related to the sorting, shelving and re-shelving of library collection materials, including books, magazines, audio visual, etc.; performs shelf reading to monitor the accurate placement of materials; monitors collection for damage and needed repairs; maintains shelves order; creates displays showcasing themes and materials.

Manages interlibrary loan process; manages and distributes overdue material notifications; maintains digital and physical posting of bestseller lists; rotates library materials between Moab and Castle Valley locations; delivers library materials to homebound patrons.

Technical Services: Performs various technical aspects of library operations; processes new materials and acquisitions, takes catalogued materials and makes them "shelf ready"; manages book repair, mends books and materials as needed; maintains a clean library environment.

Manages patron purchase requests; orders books and audio-visual items; completes original cataloging and/or copy cataloging for new library materials; updates and withdraws cataloging records to maintain library database; manages serials/periodicals acquisition and development; performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. High school diploma or equivalent;
- AND
- B. Two (2) years of experience performing above or related duties;
- OR
- C. Equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of general library reference; Dewey Decimal System; interpersonal communication skills; processes and procedures related to library circulation; software applications, i.e. word processing, spreadsheets, image editors, etc.

Skill in the operation of current technology, computers, various applications and resources unique to the library system.

Ability to perform general clerical functions quickly and accurately; understand and follow written and oral instructions and work independently in carrying out work assignments; adhere to a prescribed routine; operate various office machines and equipment; establish and maintain effective working relationship with fellow employees and patrons of all ages; communicate effectively verbally and in writing.

3. Special Qualifications:

- Must complete a twelve-month introductory/orientation period as a prerequisite to this position.
- Must successfully complete pre-employment drug screening.
- Must possess a valid Utah Driver's license.

4. Work Environment:

Employee in the position performs in a typical indoor setting with appropriate climate controls. Tasks require variety of physical activities involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing and seeing necessary to the performance of most duties. Tasks also require attention to details, verbal instructions and discriminating thinking.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)