

Rice Public Library Position Description

Position Title: Library Assistant

Reports To: Library Director

GENERAL SUMMARY:

Under general direction from the Library Director and in accordance with applicable policy and procedures, the incumbent assists and supports the many services of the Rice Public Library, its patrons and staff. This individual works to foster a positive and rewarding library experience for all library visitors.

ESSENTIAL JOB FUNCTIONS:*

- Patron Support:
 - Works at circulation desk, checking materials in and out, answers the phone and patron inquiries, and collects money from patrons for fines, photocopies, and fees.
 - Assists patrons with finding materials and information, including utilizing photocopiers, computers, MARVEL and PPL databases, and the Internet.
 - Provides reference support, particularly in specialized information rooms (Maine room/Genealogy room).
 - Participates in reader referral program and assists patrons in book selection.
 - Calls, emails, or sends postcards to patrons for reserve notices.
 - Enters new patron registrations, emails addresses to Constant Contact and updates registrations in computer.
 - Processes interlibrary loan materials and requests.
 - Assists patrons requesting museum passes and picking up the passes.

- Collection Maintenance:
 - Scans and reads shelves and reorganizes according to library's standards.
 - Weeds and deletes outdated books from catalogue and determines placement of deleted collection (donations, book sale, Goodwill, trash, etc.).
 - Assists in book ordering and maintaining records of discrepancies.
 - Processes new books and audiovisual items, checks orders, and matches order slips.
 - Shelves books, periodicals, and audiovisual items in a timely manner in all departments of the library.
 - Re-labels books, etc., and makes arrangements for repair as necessary. Also performs materials repair for CDs and DVDs.
 - Assists in preparing book displays.
 - Catalogues current magazines and prepares for shelving; weeds and reorganizes every 6 to 12 months.
 - Works with Inter-library loan and Minerva requests including running library request lists, selecting and packing books for shipping, and unpacking boxes after receiving, and processing loans for patron pick-up.
 - Assists with simple cataloguing when needed.
 - Recommends material for new orders.

- Daily Library Maintenance:
 - Performs opening and closing procedures.
 - Starts computers and follows correct shut-down procedures at the end of the day.
 - Empties book drop.
 - Processes and distributes mail.
 - Transports books and other materials between buildings.
 - Checks "Arabella" e-mails, forwarding e-mails that need attention to relevant staff.
 - Assists in keeping bulletin boards current.
 - Checks in newspapers; recycles old issues.

Continued...

OTHER DUTIES AND RESPONSIBILITIES:

- Assists with all programming as needed.
- Assists and generally oversees library volunteers as needed.
- Treats all patrons with respect and patience and ensures confidentiality of patron records.
- Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Duties require knowledge of library systems and administrative responsibilities equivalent to a high school diploma with at least three to six months of volunteer or work related experience or an equivalent combination of education and professional experience. No formal postsecondary training is expected.

- Must possess good oral and written communication skills.
- Must possess working knowledge of computers, fax machine, photocopier, and phone system.
- Demonstrates excellent customer service and social skills.
- Ability to multitask with flexibility and prioritization.
- A passion for books and reading preferred.

SUPERVISORY RESPONSIBILITY:

None.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Generally a pleasant public library environment.
- Operate a computer, printer, phone and basic office equipment, requiring hand-eye coordination and finger dexterity.
- Routinely communicating face-to-face, on the telephone and in writing, requiring strong communication and interpersonal skills.
- Regularly required to stand for long periods of time, as well as sit in front of a computer and speak or listen, walk, bend, or reach with hands and arms.
- Frequently required to climb stairs and/or balance, stoop, kneel, or crouch.
- Frequently required to use hands to finger, handle or feel objects, tools or controls.
- Must be physically able to occasionally lift and/or move up to 25 pounds.
- Transports materials between buildings through various weather conditions.
- Must have clarity of vision of twenty inches or less.
- Employees must look after their own health, safety, welfare and be mindful of other persons who may be affected by their acts. Employees must cooperate and comply with management instructions regarding **Health and Safety** issues and report all accidents, incidents and problems as soon practicable to their supervisor.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Employee signature _____

Date _____

Supervisor Signature _____

Date _____
1.2015