

Lied Public Library Policy**Section: Personnel****Subject: Library Assistant****Board****Approved:01/2006****Reviewed:11/2010****Revised:1/2009, 7/2013**

Library Assistant

The Library Assistant works under the supervision of the Library Director and the Circulation Librarian to work in the public service or technical service area as needed. Duties include specific areas as listed below plus all other related duties pertaining to library operations as assigned.

Qualifications:

A high school degree or equivalent. Computer skills (word processing, spreadsheet and data base) plus internet searching and/or willingness to work very extensively with computers. Willingness to work a varied schedule to include evening and weekend time.

Duties in Public Service Area:

- Assists library patrons in using the online public catalog, locating reference materials, and conducting research which may include the use of a computer
- Explains library policies and procedures to patrons
- Shelves books and periodicals according to the library's system
- Maintains good public relations
- Assists at the circulation desk by checking books out and in, answering the phone, calling about reserve materials and providing patrons information
- Works with library displays
- Performs duties as assigned

Duties in Technical Service Area:

- Assists with computer operations, both inputting information and troubleshooting
- Assists with statistical, overdue and other reports
- Assists with automation procedures
- Learns computer applications and instructs patrons in use of technology
- Repairs library materials
- Performs duties as assigned

Required Knowledge, Skills and Abilities:

- Computer knowledge, ability and interest to learn new programs
- Ability to maintain effective and pleasant working relationships with library personnel and patrons
- Display and attitude of cooperation, communication, and be able to follow directions
- Knowledge of books, authors, periodicals and book publications
- Knowledge of general office practices including skill in typing
- Ability to learn and use the library's online catalog and shelving system
- Ability to prepare and maintain standard library working records
- Extensive knowledge of computer operations

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Physical/Mental Demands:

- Must be able to sit and/or stand for long periods through the work day, with intermittent periods of walking, bending, squatting, twisting, pushing, carrying, and overhead reaching to carry out essential duties of job.
- Dexterity requirements range from simple to coordinated movements of fingers/hands: feet/legs and torso necessary to carry out duties of job. These include moving furniture and locating and obtaining information and materials throughout the library in a wide variety of sizes and shapes and operation of various computers and office equipment.
- Must be able to pay close attention to details and concentrate on work with frequent interruptions.
- Must occasionally lift and/or move up to 40 pounds, such as armload of books, tables or chairs and ability to push loaded book cart/table cart/chair cart weighing up to 300 pounds on tile and carpeted surfaces.

Salary Range:

- \$9.00 to \$11.00/hour
 - Commensurate with qualifications and experience