

Town of South Berwick, Maine
South Berwick Public Library
Library Assistant

Position Purpose:

The purpose of this part-time position is to perform responsible direct service and clerical work in providing circulation desk coverage and assistance as well as other general library duties, as required. The Library Assistant is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision scope: Perform varied and responsible duties requiring the exercise of moderate judgment and initiative to perform duties, complete assigned tasks, and analyze the facts or circumstances surrounding individual problems.

Supervision received: Work is performed under the administrative direction of the Library Director. This position is subject to review and evaluation according to the Town's personnel plan.

Supervision given: None.

Job Environment:

Work is performed under typical library and office conditions. The noise level is moderate at times. Library operating hours require evening and weekend work.

Operates computer, printers, facsimile machine, copier and other standard library and office equipment.

Has constant contact with library patrons and visitors. Contact is in person, by telephone, and/or other electronic means and involves an information exchange dialogue.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Performs circulation desk duties including registering patrons for library cards; charging and discharging library materials; processing reserves and other requests; processing interlibrary loans; routing items in from and out to network libraries; calculating and collecting fines for overdue, lost or damaged materials; processing overdue notices; and, updating patron records. Reserves museum passes.

- Greets and explains policies to library patrons as necessary. Answers the telephone and directs calls. Keeps records of library patron visits to the library and inquiries.
- Provides reference assistance; answers questions; directs patrons to the location of library materials. May respond to inquiries on genealogy and town history.
- Provides reader advisory.
- Assists library patrons in the productive use and operation of library equipment.
- Performs miscellaneous typing and filing; shelves library materials; reads shelves; maintains the collection in proper order.
- Helps create displays/space decoration/signage as needed for events.
- Helps with set-up and breakdown of tables and seating for events.
- Opens and closes library facility.
- Performs similar or related work as required, directed or as the situation dictates.

Regular attendance and punctuality at the work place is required.

Recommended Minimum Qualifications:

Education, training and experience:

Undergraduate degree preferred; or any equivalent combination of education and experience. Interest in working with people of all ages.

Knowledge, ability and skills:

General working knowledge of library principles and procedures. Complete familiarity with automated library systems and related applications. Knowledge of standard office procedures, practices, forms and equipment. Knowledge of books, authors, and titles.

Ability to communicate effectively with the public in a courteous and tactful manner. Ability to establish and maintain good working relationships with coworkers and other libraries. Strong interest in reading. General knowledge of current library technology, its application within a local and regional library, and adaptability to frequent change. Ability to fairly and tactfully enforce library policies.

Excellent customer service skills. Flexibility in order to adapt to constantly changing technology and library services. Skill in operating the above mentioned equipment.

Physical requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job requires the ability to regularly stand, walk, crouch, stoop, and sit. Must be able to manipulate objects, tools, or controls, and be able to pick up and use paper, books, and other common library objects. This job requires spending a large portion of shift standing and/or walking. This job requires the ability to frequently lift and/or move objects weighing up to 30 pounds such as books, equipment, supplies, etc. This job requires excellent communication skills. Vision and hearing must be at or correctable to normal ranges.

(This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to changes by the employer as the needs of the employer and requirements of the job change.)