

JOB DESCRIPTION

Job Title:	Library Assistant	Hours:	15-20 hours/week
Department:	Library	Hourly Rate:	\$9.00/hour
Supervisor:	Director of Library Services	Financial Aid Eligible?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Job Description:

The Library Assistant provides general support for the Library and circulation desk. Primary responsibilities of the Library Assistant include maintaining circulation of books and other materials in the library with OPAC and shelving, following library policies.

Responsibilities:

- Maintain circulation of books and other materials in the library with OPAC and shelving, following library policies
- Assist patrons with using library resources with a high level of customer service and accountability
- Respond to inquiries, including phone calls, emails, and in-person, in a professional and timely manner
- Maintain OPAC and cataloguing procedures for successful tracking of item and patron records
- Pick up daily periodicals from the front desk and library mail box
- Search all library physical and online materials in order to answer patron reference questions; refer unanswered questions to supervisor
- Maintain a quiet and tidy library for patrons; report patrons to supervisor immediately if/when library rules are not followed
- Keep weekly stats and submit to supervisor
- Provide other support, as requested

Job Qualifications:

- Previous work experience in a library or similar environment preferred
- Knowledge of library resources and cataloguing procedures preferred
- Proficiency in Microsoft Office applications
- Ability to work independently with little supervision
- Ability to lift up to 30 pounds
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Customer service attitude
- **This role may require working in shifts, so flexibility is a must**