

Beulah Public Library

Job Description

Job Summary: Assists with maintaining everyday operations of the library.

Title: Library Assistant, Sub

Reports to: Library Director

Hours: Year-round position with flexible hours in order to best fill in open shifts when other library assistants are unavailable to fill their regular shifts

Description of Duties:

- ◆ Greeting patrons and offering to help find what they are seeking
- ◆ Answering phone calls and helping patrons appropriately
- ◆ Opening and closing the library, as per schedule
- ◆ Circulation of all material to the public
- ◆ Registering new patrons
- ◆ Processing all books between McLean-Mercer Regional Library and other libraries
- ◆ Using the library's electronic system (Horizon)
- ◆ Shelving books
- ◆ Cleaning the library, including dusting shelves, taking trash out to dumpster, vacuuming messes, wiping spills
- ◆ Leaving library in orderly condition at end of day, as per schedule
- ◆ Placing interlibrary loan (ILL) requests for patrons in a timely manner; notifying patrons when item is either in or can't be located, maintaining records of ILL's
- ◆ Assist patrons in the use of computers, printers, copiers, scanners, fax machine
- ◆ Flexibility of working hours to work around co-workers' schedules and taking on additional hours per director's request (filling in when director and co-workers are on vacation, ill, etc.)
- ◆ Cataloging duties as directed by the Director, including processing/covering books, creating spine labels, etc
- ◆ Keeping magazines in order on magazine shelf and books in order on all bookshelves
- ◆ Sorting and counting STEAM kit or storytelling kit items upon patrons returning kits; keeping kits in order on the shelf
- ◆ Other duties as assigned by librarian or Board of Directors

Knowledge, Skills, and Abilities:

- ◆ Work in a pleasant and effective manner with patrons, co-workers, and other departments and agencies in the community
- ◆ Work with minimum supervision individually, as well as with others
- ◆ Take personal initiative to execute work responsibilities
- ◆ Performs routine and some specialized work in assigned areas of responsibility
- ◆ Has a working knowledge of computers and automated research methods, and effectively uses the various information access methods available in a contemporary public library with a high degree of proficiency and accuracy
- ◆ Has good customer service and public relation skills
- ◆ Enjoys reading and using materials commonly found in libraries and helping others of all ages enjoy and use library resources
- ◆ Communicate with patrons and coworkers through the spoken and written word, hear and understand what is said by the public and by coworkers either by natural hearing or with the use of hearing aids
- ◆ Ability to lift a maximum of 25 lbs