



## JOB DESCRIPTION

<b>JOB TITLE:</b> Library Assistant	<b>FLSA:</b> Non – Exempt
<b>Department</b> Library	<b>Date:</b> 08/6/2020
<b>Security Sensitive:</b> Yes	<b>Grade:</b> A13
<b>Reports To:</b> Director of the Library and Learning Resources	

### **Job Summary**

Under the direction of the Director of the Library and Learning Resources, the Library Assistant provides friendly, efficient, high quality customer service to students, faculty, staff, and community members. The primary responsibilities of the Library Assistant will be circulation and public service, with opportunities to assist with serials, reference and technical services.

### **Essential Functions**

- Performs the full range of circulation desk procedures. Circulates library materials and maintains patron records using the integrated library system.
- Provides circulation support services, such as collection maintenance to include shelving, processing, and weeding books and periodicals, and manages study rooms. Assists in maintaining the Reserve collection, and processing interlibrary loans;
- Assists with processing in-coming and out-going mail, including email;
- Assists with maintaining library facilities, restocks items/supplies as needed, and ensures that the library has a neat and pleasant appearance and is safe for students, faculty, staff, and community members.;
- Assists with library events and displays;
- Assists in collecting and reporting library statistics data monthly;
- Assist and teaches students, faculty, staff, and community members how to access and acquire information using the online public access catalog, online databases, and print resources;
- Assists students, faculty, and staff, as appropriate, in properly using computers, software, printers, photocopiers, and other library equipment and services;
- Performs all secretarial duties required by the Supervisor to support the department and special projects;
- Plans daily to accomplish the assigned tasks along with routine jobs to meet established deadlines;
- Exercises professionalism in use of correct grammar, work attendance habits and attire;
- Communicates an accurate image of the College as a means of informing students about opportunities at the College;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;

- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Performs all other duties assigned.

**Minimum Education, Skills and Ability**

- Must possess a High School Diploma or GED (Associate Degree preferred) with library experience;
- Experience in an academic library preferred;
- Knowledge of Library of Congress Classification;
- Knowledge of library public services preferred;
- Basic knowledge of computers and application software;
- Must possess excellent knowledge and experience using Microsoft Word, Microsoft Office, Excel, and Access;
- Student and customer oriented;
- Ability to get along with others and work in a collaborative environment.

**Work Environment**

- Works in a climate controlled environment with little exposure to safety hazards;
- The position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials weighing up to 25 pounds. Work requires sitting, frequent near vision use for reading and computer use, lifting (from floor to overhead), stooping, bending, stretching, walking, standing, pushing, pulling, reaching, shelving, and other physical exertion.

**Special Requirements**

- Availability to work evenings and weekends;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date