**Colona District Public Library**

**Library Assistant**

**Job Description**

**General Description**

Provides circulation functions to patrons. Performs duties as assigned. Assists director with maintaining a well-organized library.

This position is part-time with no supervisory responsibilities, may oversee volunteers for special programming.

This position reports directly to the director.

**Essential Job Functions**

* Using OCLC (Worldwide catalog system), locate material, place holds, track holds, process holds and return all material borrowed from outside the library system.
* Maintain library’s social media presence on Goodreads, Facebook, Instagram, etc.
* Provide friendly, courteous and accurate service to all patrons.
* Perform circulation activities (checking items in and out, renewing items, placing holds, collecting fines, fees and book sale money, copying/faxing/printing/scanning documents) accurately and efficiently in a timely fashion.
* Issue library cards in accordance with library policy and boundaries.
* Clean and shelve books, audio books, playaways, CD’s, DVDs, magazines and newspapers.
* Inspect incoming items for damage, missing CD’s, or missing DVD’s according to library procedures.
* Report damage for borrowed items to the owning library using RAILS forms and OCLC forms.
* Assist with shelf reading and weeding.
* Notify patrons about reserved, missing and overdue materials.
* Remove items with expired holds.
* Resolve problem holds.
* Resolve issues with patrons’ records.
* Note patron recommendations for library materials.
* Maintain a clean and well-organized circulation desk.

**Basic Requirements for All Library Employees**

* Maintain patron confidentiality.
* Commitment to creating and maintaining excellent organizational, interpersonal and communication skills in a collaborative team environment.
* Commitment to providing excellent customer service to patrons and the public.
* Ability to follow written and verbal direction.
* Ability to communicate orally and in writing effectively.
* Ability to adapt to and effectively implement change.
* Knowledge of and adherence to library policies and procedures.
* Use good judgment in enforcing library policies in a neutral, respectful and firm manner.
* Work independently and as a member of a team.
* Ability to make decisions.
* Keep public areas organized and tidy.
* Assist with training new staff.
* Assist patrons in finding items or subject matter within the library and library system, or provide general reference services.
* Market the library and its programs to patrons and the community.
* Computer Skills – Microsoft Office Products, on-line catalog, library system software, printer/copier/fax/scanner operation and presentation equipment.
* Perform opening and closing procedures for assigned shift.
* Print and process the daily picklist.
* Answer phones, take messages or direct calls to appropriate staff member.
* Ability to shelve materials in alphabetic or Dewey numeric order.
* Read professional literature; attend professional development conferences, workshops, continuing education and meetings offered by the State Library or local libraries.
* Assist with adult and youth programs as needed.
* Perform mundane work with pride.
* Assume other duties as assigned.

**Physical Demands**

* Walking, sitting and standing
* Lift moderately heavy loads up to 30 pounds
* Push carts
* Shift books
* Computer use
* Moving library furniture as needed

**Working Conditions**

* Office environment
* Off-site meetings

**Other Essential Requirements**

* Valid driver’s license
* Ability to drive

**Education Requirements**

* Education beyond high School

**Education Preferred**

* College degree
* College degree with previous library experience
* LTA with previous library experience