

CITY OF SHELTON
SHELTON LIBRARY
JOB DESCRIPTION
TITLE: LIBRARY ASSISTANT

GENERAL DESCRIPTION: This is a responsible public service position within a public library. The Library Assistant is responsible for the operation and utilization of a computerized circulation system, keeping statistical records and planning and providing assistance with programming within the library. The Library Assistant will serve as the initial contact with the library in person and by phone, presenting and adhering to library board policy. This position requires thorough knowledge, skill and ability in library technical and clerical areas and constant interaction with and providing assistance to the public with their needs and requests. Skill for general computer troubleshooting for both public and staff is required.

SUPERVISION RECEIVED: The Library Assistant works under the direction of the Library Director and/or the Branch Librarian.

EXAMPLES OF DUTIES: The Library Assistant is responsible for the full range of circulation desk functions and procedures using a computerized circulation system. Must possess or attain a working knowledge of all operational aspects of the library's automated system.

Will oversee and assist in training part-time library assistants, pages, and volunteers. May also assist in training new full-time employees.

Performs technical service duties including use of a personal computer to enter and retrieve data and for typing reports and booklists. Prepares reports, compiles search results, and designs marketing materials using Windows Office Suite, Google, and Canva.

Receives cartons of books, supplies, equipment etc., checks for defects, verifies packing lists, sends invoices to office and communicates with vendors regarding any problems. Assists in processing of new materials and relocating older materials as needed.

Assists with planning and implementation of library programs and assists in planning and creation of exhibits and displays.

Responsible for maintaining records and files and preparing statistical reports, processing of overdue notices, accepting and processing holds/reserves on library materials.

Maintains inventory of supplies.

Processes and accepts fines and fees and maintains records of all payments made to the library each day. Reconciles payment reports and submits to Department Head on a daily basis.

Maintains, prepares set-up and operation of audio-visual equipment and assists patrons with use of copier, public computers, printing, and faxing.

Provides assistance for all patrons with Bibliomation software and the use of library apps, researching reference questions, and locating materials.

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Works with part time staff and volunteers, and interacts with patrons when a supervisor is not present.

May be required to attend meetings, workshops, and conferences. Receives ongoing, required training. Interacts on a professional level with staff members of other libraries, the general public, Library Board members, employees of the City of Shelton and vendors.

Must be able to stand for some prolonged periods and be able to bend, stretch, twist, and lift and move objects of varied sizes and weights (up to 30 lbs.).

Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge and skill to operate and troubleshoot standard library equipment, including computer systems.

Thorough ability and desire to serve all ages of the public courteously and efficiently, using tact and professional judgement with an emphasis on helpfulness and patience.

Considerable knowledge of basic library materials, procedures, techniques and processes.

Considerable ability to demonstrate flexibility in response to everyday demands and ability to adapt to changing technology and procedures.

Thorough ability to communicate effectively, both orally and in writing. Must have excellent spelling, grammar and interest in books, periodicals, reference materials and programs and services provided by libraries in general.

Considerable ability to respond to regular, physical demand of managing weighted items (book trucks, boxes, piles of books and other materials) and standing for long periods.

Thorough ability to maintain accurate records and to prepare various reports.

Considerable skill in keyboard applications and standard filing practices.

Considerable ability to establish and maintain an effective working relationship with superiors, associates and the general public.

QUALIFICATIONS:

High school diploma plus two (2) years post-secondary school or the equivalent in practical, related experience. Library experience is preferred. Experience with Bibliomation is a plus. A working knowledge of Microsoft Office products such as Word, Excel, Outlook and PowerPoint is required.

3/10/2022