

## City of Elkhorn

**POSITION TITLE:** Library Assistant

**DEPARTMENT:** Library

**UNION AFFILIATION:** No

**FLSA:** Non-Exempt

**REPORTS TO:** Circulation Supervisor

**DATE:** February, 2019

### **Summary of Position**

Under supervision of the Circulation Supervisor, the Library Assistant oversees activity at the Main Service Desk, including check out, registration of patrons, collecting fines & fees, check in and sorting, pulling library materials for the Pick List, faxing, answering questions and performing other library duties as required.

### **Essential Duties and Responsibilities**

- Performs Circulation duties such as checking library materials in and out using the online database.
- Sorts library materials on carts and prepares them for shelving; shelve as needed.
- Registers patrons for library cards using the online database.
- Checks in delivery of materials from other libraries, empties book drops, prints the Pick List and pulls items for delivery and hold shelf.
- Answers directional and ready reference questions and refers patrons to Associates for more involved questions.
- Assists patrons with use of the photocopy machine, SHARE catalog, self-checkout machine and other library equipment.
- Calculates and receives overdue fines, fax and other money, operates cash management system, uses the copy machine to scan and send faxes.
- Shelf-reading to maintain order of books and other collections.
- Performs reader's advisory services.
- Performs opening and closing procedures.
- Maintains confidentiality of library patron information.
- Other duties include, but are not limited to: answering the telephone, calling patrons about overdue materials, shelving, sorting and routing mail, mailing print overdue notices, registering patrons for programs, processing magazines, filing registration cards, setting up displays, etc.

### **Knowledge and Abilities**

- Knowledge of library operations, services and procedures.
- Ability to effectively present information and respond to questions from patrons.
- Ability to communicate effectively with other staff and library patrons in person, by telephone and electronically.
- Knowledge of basic computer skills including keyboarding and mouse skills, use of online library catalog and databases, and the internet.
- Ability to develop and maintain a positive working relationship with co-workers and library patrons. Excellent customer services skills are required.
- Ability to operate basic office equipment such as photocopy machines, printers, telephones, cash register, etc.

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- Ability to understand library policies and procedures and apply them to library operations.
- Ability to maintain a regular schedule including some daytime, evening and weekend hours.
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as needed.

**Physical Demands of Position**

- Ability to remain standing for long periods of time.
- Sitting, standing, walking, climbing, stooping, and kneeling.
- Bending, twisting and reaching.
- Talking and hearing; ability to use the telephone.
- Lifting and carrying up to 50 pounds.
- Pushing and pulling objects weighing up to 200-300 pounds on wheeled cart.
- Handling, picking up, and shelving books and other materials.
- Fingering, keyboarding, writing, filing, and sorting.
- Vision: Far vision at 20 feet or further. Near vision at 20 inches or less.

**Mental Requirements**

- Communication skills: Ability to effectively communicate ideas and information in written and oral for with the public and the staff.
- Reading ability: Effectively read and understand information in memos, reports, email, bulletins, etc.
- Ability to understand and follow instructions provided in written or verbal forms.
- Mathematical: Ability to calculate basic arithmetic without the aid of a calculator.
- Time management: Ability to set priorities and arrange work flow in order to meet assignment deadlines.

**Work Environment**

- Indoor work environment.
- Flexible work hours requiring daytime, evening and weekend hours.

**Education and Experience**

- High school diploma or GED.
- Previous library experience preferred.

**Applicants will be asked to:**

- Complete an employment application.
- Complete an interview with the Circulation Supervisor and Library Director.
- Complete a skills assessment to test ability to alphabetize, numerate, calculate fines, make change, identify detail and other related skills.