Job Description- Evening/Weekend Library Assistant

Vinton Public Library

General statement of duties:

Under the supervision of the Library Director, the Library Assistant will perform exemplary customer service, circulation, shelf maintenance, and clerical functions using an automated circulation system. This position is established to allow the library to expand our operating hours to better serve our patrons.

Examples Of Duties

* Performs circulation desk procedures including patron services; registering patron library cards; collecting fees for faxes, copies, and damaged materials; placing material holds; and assisting patrons in database searching.
* Checks books, magazines, and other library holdings in and out at the circulation desk using an automated circulation system.
* Participates in Interlibrary Loan procedures
* Replaces books, magazines, and other library holdings on shelves according to call number and alpha-numeric sequences.
* Operates a variety of standard office and library machines including computers, copiers, and fax machines.
* Performs routine book maintenance and processing including creating spine labels and covering books.
* Answers telephones and provides routine information or refers and transfers calls.
* Assists in assuring accurate library shelving by shelf-reading and reshelving of materials, as needed.
* Promotes print and digital library materials, resources, and services.
* Sets up for programming events and cleans up after programming events.
* Performs opening and closing procedures as assigned.

Knowledge, Skills and Abilities

* Demonstrates dependability and responsibility.
* Excellent oral and written communication skills.
* Knowledge of library procedures and practices.
* Ability to perform data entry on a computer.
* Ability to understand and follow written and oral instructions.
* Ability to pay attention to detail.
* Ability to establish and maintain effective working relationships with supervisors, associates, and the public.
* Ability to troubleshoot technology issues and assist patrons with general computer questions.
* Ability to push book carts up to 50 lbs., stoop low and reach high to shelve materials, and stand for extended periods of time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

* A high school diploma or the equivalent; library experience preferred.
* Ability to obtain Staff Endorsement through the State Library of Iowa within two years of hire

Scheduling

* This position will work up to 10 hours each week
* This position will work primarily evening and weekend hours as scheduled by the Library Director
* May fill in during weekday hours as needed to cover employee time-off