



## **LIBRARY ASSISTANT JOB DESCRIPTION TRI-CITY PUBLIC LIBRARY DISTRICT**

**Job Title:** Library Assistant

**Job Summary:** The Library Assistant will be responsible for duties assigned by the Head Librarian to maintain library services and property.

**Job Responsibilities:**

A. Library Services

1. Assist patrons in identifying and locating materials in the collection; this may involve instructions on the use of the computerized catalog.
2. Check materials in and out using an automated system.
3. Promote library programs and services.
4. Process interlibrary loan requests.
5. Answer the phone.
6. Process materials for shelving.
7. Assist the Librarian with cataloging and weeding the collection; advise Librarian of the need to replace high circulation materials in poor condition.
8. Maintain the shelves in "reading order" by author or Dewey number.
9. Register new patrons.
10. Assist the public with the use of computers, fax machine, copiers, and other equipment.
11. Notify Librarian when supplies need re-ordering.
12. Process overdue and other notices.
13. Complete assignments of Librarian as needed.

B. Budget, Reports, Statistics

1. Tabulate end of the day statistics.
2. Assist the Librarian in keeping on-going library records.

C. Building

1. Keep the library in good order.
2. Open and lock up building when required.

D. Public Relations/Programming

1. Assist in developing and hosting public activities/events.
2. Maintain order in the library.
3. Be courteous and responsive to the public.

E. Professional

1. Must work assigned schedule and notify the Librarian if changes are necessary.
2. Submit hours worked to Librarian bi-weekly to meet library district payroll schedule.
3. Become familiar with personnel policies, particularly regarding leave and vacation time.
4. Notify the Library of sick and emergency leave as soon as possible.
5. Be willing to attend appropriate support staff workshops.
6. The job includes evening and Saturday work.



**Supervisor:** Head Librarian

**Physical Demands:** The Library Assistant must be able to crouch, stoop, bend, stand, lift, and read fine print as necessary to perform the duties described.

**Qualifications:** The Library Assistant must have decent typing skills and be able to use a computer. Assistant must be willing to learn to operate appropriate office machines (copiers, fax machine, computer programs, etc.) The individual must be willing to learn the library classification and cataloging system. Must be able to use basic reference sources to assist patrons. Working knowledge of Office software and Polaris Library Software is not required but welcome.

**Personnel Policies for Library Assistant Position:**

Since the position is only budgeted for approximately 18 hours per week. The position has limited benefits:

1. FICA
2. Worker's Compensation
3. 45 hours of PTO per fiscal year, frontloaded after probation of 90 days
4. Pay period is bi-weekly.
5. Grievance procedure is available from the Head Librarian or the Library Board.
6. Holiday pay is paid to part-time staff only for the hours normally scheduled to work if that holiday falls on the day that the staff person normally works.

I, \_\_\_\_\_, have read the above job description and fully understand the conditions set forth therein, and if employed as Library Assistant, I will perform those duties to the best of my knowledge and ability.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_