**Library Assistant B**

**Rowe Town Library**

**Job Description**

The position provides assistance with programming and event planning, circulation, collection management, providing friendly library service to patrons, and clerical work. Works regular evening and weekend hours.

**Major Duties**

1. **Programming/events coordinator**

Responsibilities include facilitating monthly programs for adults and children monthly, as well as organzing children’s summer reading program.

-This includes researching, contacting, organizing, presentations, programs, & events for children and adults.

-Responsible for supervising or running programming

-Responsible for ordering, setting up and having appropriate supplies for all events.

-Must be able to organize event PR- flyers , social media, email list etc.

1. **Circulation Services (CWMars/Evergreen Circulation System)**

Checks materials out and in

Performs basic reference work

Processes ILL requests in and outgoing

Conducts searches for materials through the OPAC or ILL

Assists patrons in locating books and materials

Monitors the use of the library

Records daily use of the library, computers and other statistics

Registers new patrons

Answers directional, policy, and procedural questions of library patrons

Handles routine complaints and answers a variety of questions on the phone and at the circulation desk

Assists patrons in the operation of photocopies, computers, and fax machines.

Shelves materials as necessary

Processes overdue notices

Notifies patrons of outstanding and lost items

Assists in children's and adult programming

Provides readers advisory

 **3. Collection Management**

Assists in collection development

Process (apply barcodes, stamps, jackets, cases etc.) and Catalog material for circulation

Shelves and shelf reads library materials

Maintains seasonal book displays for adult and children

 **4. Interlibrary Loan**

Searches for requested titles in Evergreen and Commonwealth Catalog and applies appropriate holds for items.

Empties delivery bin and process incoming items

Processes returning ILL items and places them in bins

 **5. Opening and Closing Library**

Opens building, unlocking, turning on lights, heat, computers, shades etc. Prepares equipment for the day

Closes building, turns computers, lights and heat off. Closing window shades. Locks building for the night

Checks and empties outdoor book return.

Collects mail from PO box as needed

 **6.** Other related duties as required. Must be willing to increase library skills through MBLC, MLS and other courses

**Reports to:** Library Director

**Supervises:** volunteers

**Minimum Qualifications**

Must be able to provide friendly, high quality customer service; must pay attention to detail; must understand and follow written and oral directions; must be able to type and input computer data and must be able to maintain effective working relationships with director, associates and general public. Ability to work independently. Good organizational skills, computer skills and high school diploma.

**Job Environment**

Work is performed in a typical library

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks require the ability to exert light physical effort in sedentary to light work, which may involve some lifting carrying pushing and or pulling of objects and materials of light weight ( up to 25 lbs)

Tasks may involve extended periods of time at a keyboard or workstation. Vision and hearing at or correctable to, normal ranges is necessary. Must be able to communicate verbally. Requires the ability to operate, maneuver and control the actions of equipment, machinery, tools and materials used in performing the essential functions.

**Desirable** Library experience and some college

**Tools and equipment**

Computers including software to conduct database searching, database management, cataloguing, copy machine and fax machine

**Evaluation:** The Library Director will evaluate performance of this position as needed.

**Pay Scale** Grade D starting at Step 0 (increase will be based on prior library or equivalent office experience)

Revised 12/06, 1/07, 11/11, 4/18, 8/23