

## JOB DESCRIPTION LIBRARY ASSISTANT I

The Library Assistant I reports to the Public Services Librarian.

FLSA Status: Non-exempt

Schedule: 26 hours per week; one evening per week; one Saturday per month

### Typical Schedule

Mon: 9-1:15

Tue: 9-1:15

Wed: 8-12, 1-5

Thu: 3:15-8:15

Fri: 9:30-2

Sat: When you work a Saturday you will get Wednesday off

### ***Essential functions***

1. Works at the circulation/reference desk.
  - Provides exceptional customer service while performing all circulation desk duties using computerized system
    - Check materials in/out/renew materials
    - Reserve materials
    - Collect fees and process payments (cash, check and card)
    - Issue new patron cards/updates cards
    - Assist with double check in
  - Notifies patrons about reserved materials
  - Answers phone and routes calls as necessary
  - Performs basic reference work or refers it to librarian in charge
  - Assists patrons in locating materials through the SEKnFIND or ILL
  - Becomes familiar with KOHA, SEKnFind, Hoopla, Cloud Library and other systems in order to assist/troubleshoot with patrons
  - Applies library policies and procedures to answer common patron questions and to handle situations such as library card applications, overdue items, lost materials, renewals, etc.
  - Assists with library programs and displays; registration, signs, crafts, book lists, set up/tear down etc.
  - Assists in maintaining a clean and welcoming library space
2. Oversees computer and audiovisual equipment.
  - Troubleshoots library equipment; including copier, microfilm, and basic computer issues and contact technical support when needed.
  - Assists with services such as copying, faxing, computer use, microfilm, etc.

3. Maintains automatic reserve/club hold lists.
4. Works one evening per week and some weekends, overseeing the operation of the library when other senior staff members are not present.
5. Maintains record of magazines received; prepare magazines for use, prepare magazine boxes, etc.
6. Helps select materials for the collection.
7. Assists in planning and/or presenting library programs.
8. Creates newsletter and reader's advisory materials using Library Aware software and provides RA services to patrons.
9. Manages long overdue materials, including sending letters, maintaining records, etc.
10. Acts as a passport acceptance agent.

***Marginal functions***

1. Helps maintain the collection with shelf reading, shifting, and straightening.
3. Other duties as assigned.