

## Muhlenberg Community Library Job Description

<b>Position Title: Library Asst.</b>	<b>Reports To: Assistant Director &amp; Director</b>
<b>Date: January 31, 2022</b>	<b>Wage Category: Non-Exempt</b>

### General Position Description

The Library Assistant is an hourly position, reporting directly to the Assistant Director and Library Director. The primary responsibilities include circulation desk duties--including checking in and out library materials, issuing library cards, collecting fines/fees, assisting patrons, and maintaining the appearance and cleanliness of the library. Additionally, each library assistant is assigned back office duties that are necessary for the smooth running of the library.

The Library Assistant must be knowledgeable in the current workings of a public library system and must possess strong interpersonal skills and knowledge of current popular authors, books and movies. Excellent customer service skills required.

This is an hourly, part-time position as outlined by the U.S. Department of Labor, Fair Labor Standards Act (FLSA), and Regulations 29 CFR Part 541.

### Essential Functions

#### Circulation

- Works at circulation desk.
- Charges and discharges library materials, issues library cards, and collects fines/fees.
- Responds to patron requests both in person and over the telephone in a timely manner.
- Answers patron questions regarding library circulation policies and procedures.
- Greets and directs patrons in the library.
- Does typing and filing.
- Sorts and routes mail.
- Shelves inventory, identifies overdue and damaged materials; searches shelves for overdue, missing and/or lost materials.
- Assists patrons with ready-reference questions, reader advisory, bibliographic instruction, and database searching.
- Assists patrons with mechanical operations of library equipment.
- Pulls and sends out Hold List materials.
- Retrieves, separates and check-ins materials deposited in the book drops.
- Responsible for maintaining the appearance and cleanliness of the library.
- Responsible for monitoring reserved items.
- Creates monthly displays.
- Performs opening and closing procedures as needed.
- Deals with disruptive or problem patrons and enforces library policies as needed.
- Responsible for at least one back office duty, including but not limited to processing periodicals; processing ILLS, collecting and arranging MCL publicity materials; replacing damaged CD/DVD cases and covers; processing new/donated items; and moving items from new to old status.
- Attends staff meetings, workshops and seminars as appropriate.
- Performs other duties as assigned.

## **Knowledge, Skills and Abilities**

- Working knowledge of professional public library principles, practices, functions, methods and administration.
- Strong interpersonal skills.
- Competency in the use of office equipment and computers is required.
- Working knowledge of, or demonstrated ability and willingness to learn, Microsoft Office Suite and most popular social media platforms.
- Working knowledge of reader interest levels, books, authors and reference sources.
- Working knowledge of automated library circulation systems (preferably Polaris) and online databases.
- Basic knowledge of office and personnel practices and procedures.
- Willingness to continue building knowledge and skills through on-going professional development.
- Ability to work flexible hours, including some Saturdays and evenings.

## **Physical Demands of the Position**

- Sitting, standing, walking, climbing, stooping.
- Bending/twisting and reaching.
- Talking and hearing; use of the telephone.
- Far vision at 20 feet or farther; near vision at 20 inches or less.
- Lifting and carrying: 50 pounds or less.
- Handling: processing, picking up and shelving books.
- Fingering: typing, writing, filing, sorting, shelving books.
- Pushing and pulling: objects weighing 60-80 pounds on wheels.
- Mobility: travel to meetings outside library.

## **Mental Requirements**

- Communication skills: effectively communicate ideas and information both in written and oral form.
- Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
- Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
- Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
- Time management: set priorities in order to meet assignment deadlines.

## **Environmental/Working Conditions**

- Inside work environment.
- Outside work periodically for special events/outreach.
- Flexible work hours; frequent evening and weekend hours.

## **Education and Experience**

High school diploma or GED required. A Bachelors degree preferred. Customer service experience required. Prior library experience and/or bilingual Spanish are pluses.

**Hours**

Hours will include weekday mornings and evenings, at least two evening and two Saturday a month. Ability to be flexible for other hours is required.

**Examples of Other Duties as Assigned**

*A non-exhaustive list of possible other duties that may be required.*

- Taking out the trash.
- Climbing a ladder to change light bulbs.
- Vacuuming and/or sweeping.
- Dusting and/or cleaning.
- Cleaning up minor messes throughout the library, including bathrooms and kitchen.
- Shoveling a few inches of snow and sprinkling salt/ice melt on sidewalks, as needed.