

CITY OF PLATTSMOUTH

JOB DESCRIPTION

POSITION TITLE: Library Assistant

REPORTS TO: Library Director, Assistant Director, Children's Librarian, and Library Supervisors

SUPERVISES: N/A

PURPOSE OF POSITION: Under supervision, shelves and organizes library materials, checks in and checks out library materials to patrons, prepares the library facilities for programs, helps customers locate materials and information, and assists customers with computers and software.

EXEMPT (Y/N): No

COMPENSATION: \$8.00 to \$10.00/hr.; includes evening and weekend hours

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Shelves and organizes library materials in the proper order and place.

Prepares the library facilities for programs and cleans up after programs, restoring the facilities to an orderly condition.

Checks in and checks out library materials to patrons.

Registers patrons for library cards.

Helps customers locate materials and information in the library, on the Internet, and in other sources. May refer library customers to someone else who is able to assist them.

Assists customers with computers and software, copiers, and other equipment.

Calculates and collects funds due for fines, non-resident library cards, and services.

Answers in-person and phone inquiries.

Maintains confidentiality of library user records.

Processes new and withdrawn library materials.

Cleans CDs and DVDs.

Repairs library materials as needed.

Keeps work areas neat.

Maintains library statistics.

Cleans library facilities as needed.

Adheres to library policies and procedures.

Performs other duties as directed or as needed.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and/or ability to learn the Dewey Decimal system and other library filing systems.

Knowledge of and ability to use various office software, including Microsoft Office Word, Excel, PowerPoint, and Publisher.

Knowledge of and/or ability to learn to use the library automation software.

Ability to operate standard office equipment, computers, gaming equipment, and presentation equipment and ability to assist the public with the operation of this equipment.

Ability to move and shelve books accurately and efficiently.

Ability to physically lift and move library furniture and equipment.

Ability to handle money and make change accurately without the use of automated devices.

Ability to perform job duties efficiently while managing frequent interruptions.

Ability to record statistics accurately.

Ability to maintain the confidentiality of appropriate communications, documents, and transactions.

Ability to project a positive, courteous, and pleasant attitude to the public and to coworkers.

Ability to deal with the public in a courteous and tactful manner.

Ability to understand and follow both oral and written instructions.

Ability to communicate effectively, verbally and in writing, in English.

