

Job Description: Library Assistant (Patron Services)

QUALIFICATIONS

1. Must be a high school graduate; a minimum of two years of college completed is preferred.
2. Verbal and written proficiency in the English language is required.
3. At least one year of experience in a job or volunteer position where the candidate worked with the public is required.
4. Technology/computer knowledge is essential. Proficiency with computers, basic Microsoft Office applications and a willingness to learn new technology on a regular basis is required.
5. Physical Requirements: Must be able to stand for long periods of time, lift and carry up to 30lbs., push and pull up to 120 lbs. using the proper equipment, climb step stools and ladders, reach and place books on all library shelves, and walk outside during moderately inclement weather.
6. Knowledge of library procedures and public relations is helpful.

PRIMARY DUTIES

1. Provides a welcome atmosphere for library patrons of all ages and backgrounds. Assists library patrons at the circulation desk with choosing and locating materials, check in/ check out, renewing loans, and in using library technology. Collects overdue fines, and copy/printout/fax fees. Calls patrons who have items reserved or overdue.
2. Shelves library materials appropriately. Assists in maintaining an orderly library. Library Assistants may be assigned specific areas to maintain.
3. Assists in keeping public areas and library property clean, safe, and attractive. This includes all library property inside and outside of the building. (Performs housekeeping such as wiping tables and computer equipment, cleaning book covers, changing bathroom supplies, emptying garbage/recycling, and collecting trash left outside the building.) Cleaning public restrooms after patron use is occasionally required.
4. Assists other staff members when needed. Contributes in a positive way to team morale.
5. All Library Assistants are required to be available to work some weekend hours, and are required to work a minimum of 20 hours a week, on average, to cover the library service desk. Temporary exceptions may be made for medical reasons.

Maryville Public Library Policy

Section C: PERSONNEL

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Last reviewed/revised: 2016

SECONDARY DUTIES

1. Assists with materials processing and cataloging if needed.
2. Helps plan, setup, host, and clean up for library events.
3. Keeps knowledge of library resources and technology up to date and accurate.
4. May be required to train and oversee work by library volunteers and/or library front desk clerks.
5. Assists with special projects as needed.