

**ASHTABULA COUNTY DISTRICT LIBRARY
POSITION DESCRIPTION**

DATE:	<i>April 2021</i>	SALARY RANGE:	<i>\$12.00 - \$17.51 hour</i>
DEPARTMENT:	<i>Public Services</i>	HOURS OF WORK:	<i>20 hours +/- Must be available days, evenings, and weekends</i>
POSITION:	<i>Library Assistant</i>	LOCATION:	<i>Geneva Library</i>
CATEGORY:	<i>Library Assistant I</i>	LENGTH OF JOB TRAINING:	<i>45 / 90 Days</i>
IMMEDIATE SUPERVISOR:	<i>Circulation Manager</i>	OVERALL SUPERVISOR:	<i>Director</i>
		CAREER TRACK:	

ESSENTIAL FUNCTIONS:

- Exhibit an above-and-beyond attitude while providing a wide variety of customer service tasks resulting in the optimal operation of the Geneva Public Library.

QUALIFICATIONS:

A. **Education/Experience:** High School graduation or equivalent; one year of library experience preferred. Must be able to pass a background check.

B. **Knowledge of and Abilities:**

- Knowledge of Dewey Decimal Library Classification System and basic library procedures;
- Knowledge of basic office/clerical practices and machines including typing, filing, as well as English grammar/usage/spelling and mathematics;
- Ability to type;
- Good interpersonal skills including the ability to establish/maintain harmonious relationships with customers, visitors, staff, and supervisors;
- Ability to learn assigned tasks readily and to carry out oral and written instructions;
- Ability to work independently in the attainment of Circulation Desk and library objectives;
- Judgment and discretion is required due to access to confidential registration/borrower information.

C. **Desirables:**

- Basic knowledge/experience in the operation of computers;
- Software programs and searching the Internet;
- Access to email account.

EQUIPMENT AND EFFORT REQUIRED: Sufficient clarity of speech and hearing to communicate well with staff and guests. Sufficient vision to produce and review a wide variety of materials, written correspondence, reports and related material in both electronic and hard copy form. Sufficient mobility to move freely about in an office environment and to attend meetings/events in various locations within the library service area. Ability to operate equipment listed: telephones, microcomputers and related peripherals and software, calculators, copier, typewriter. Manual dexterity for handling general office forms and mail supplies. Ability to use and file items in cupboards/cabinet up to five feet in height. Ability to move items and materials up to 50 pounds in weight and push carts weighing up to 60 pounds. Ability to change position frequently from sitting to standing/walking.

PHYSICAL EFFORT AND STRESS:	HIGH	MEDIUM	LOW	NONE
Lifting		X		
Walking	X			
Standing	X			
Climbing		X		
Visual	X			
Limited movement or change of position		X		
Bending		X		
Stretching		X		

ILLUSTRATIVE DUTIES (95% of work time):

- Check in/check out books and materials accurately;
- Register borrowers;
- Collect and record fines;
- Answer/route telephone calls, as needed;
- Assist patrons with requests for information and refer to other departments as needed;
- Assist patrons with the use of copier;
- Assist patrons in the use of the OPAC and perform routine bibliographic checking;
- Assist in the maintenance of a variety of circulation files and records such as overdue books/materials;
- Assist in the processing of interlibrary loan materials arriving and shipping from the Ashtabula Library and other libraries, as needed;
- Locate reserves and prepare for patron pick-up;
- Assist with mending and repairing materials, as needed;
- Perform opening and closing procedures as needed;
- Assist in the maintenance of daily circulation desk statistics, as needed;
- Empty book drop as needed;
- Assist in preparation of manifest and bagging of books for delivery;
- Assist with the marketing of the collection such as in the creation of special displays and promoting programs and services;
- Telephone patrons of their requests;
- Schedule meeting room requests;
- Supports team efforts to maintain a safe and secure environment for customers and staff by maintaining awareness of surroundings and working in accordance with safety policies and procedures.

This list is illustrative of the types of duties typically performed in this position. It is not intended to be an exhaustive listing of each and every essential function of the job. These duties and functions may be adjusted from time to time as the needs of the library may warrant.

ADDITIONAL DUTIES (5% of work time):

- Assist in clerical duties in the Youth Services Department such as check-in/check-out of materials, assisting requests for information and answering phone, as needed;
- Assist in post-processing of materials from Technical Services such as covering books;
- Shelve, straighten and shift books and other materials as needed;
- Empty book drop as needed;
- Quick cataloging of necessary materials.

ACCOUNTABILITIES:

- Understands general library policies and procedures;
- Serves patrons promptly and courteously;
- Works cooperatively to maintain harmonious relationships and communicates problem areas and patron needs;
- Understanding of where library materials are located and why;
- Understands Online Public Access Catalog (OPAC);
- Assists and communicates in a positive manner;
- Understanding of job duties;
- Maintains files as needed;
- Accurate checking in/out of materials;
- Refers patron inquires for additional materials/answers in a timely manner;
- Performs procedures efficiently and completes assigned work tasks without prompting;
- Knowledge of circulation procedures is exhibited;
- Complete honesty is maintained when handling money;
- Rules are applied equally to all patrons;
- Accurate statistics are maintained;
- Ensures that shelves and books are kept neat and in order;
- Follows library procedures when completing registration forms and issuing library cards;
- Care is taken to avoid mistakes when processing overdues;
- Maintains confidentiality of patron records and information;
- Ability to perform a basic search of the Internet;
- Recognizes/Respects the diversity of the work force/customers;
- Able to handle themselves in a crisis situation;
- Confident in handling/respecting Intellectual Freedom/First Amendment Rights of others.

EVALUATION: To be performed on anniversary date by the immediate supervisor who will base evaluation on the job description, observation of work completed and results achieved.