

CITY OF BERLIN
POSITION DESCRIPTION
FOR
LIBRARY ASSISTANT

DEPARTMENT:	Cultural, Recreation and Education – Berlin Public Library
DIVISION:	Library
SUPERVISOR:	Library Director
SHIFT/HOURS:	Vary as needed/28 hrs per week or less
CATEGORY:	Part-Time Category 2

JOB SUMMARY

The Library Assistant performs paraprofessional work serving library patrons directly through customer service and may have supervisory or decision-making responsibilities. The work is performed under immediate supervision.

ESSENTIAL JOB FUNCTIONS

- 1) Performs circulation and reference desk procedures, including patron services, checking materials in and out, registering patrons, collecting fines, placing material holds, readers' advisory, bibliographic instruction and database searching.
- 2) Serves at circulation and reference desk averaging not more than half of scheduled weekly hours.
- 3) Acts as active library supervisor in absence of Library Director, Youth Services Librarian, and Adult Services Librarian.
- 4) Assists with staff and public related technology updates in conjunction with Winnefox IT personnel as needed and assists with technology inquiries in the library.
- 5) Assists patrons with mechanical operations of library equipment.
- 6) Refers specific reference questions to the Adult or Youth Services Librarians as appropriate.
- 7) Promotes library services through several types of marketing and publicity.
- 8) Conducts library tours, confers with community groups, and performs other outreach activities for library patrons and the community as a representative of the library.
- 9) Assists Librarians with library programs and displays.

Library Assistant

- 10) Performs Library Clerk duties as needed in absence of Library Clerks.
- 11) Processes, withdraws, and repairs library materials.
- 12) Receives library acquisitions according to procedure.
- 13) Catalogs all types and levels of materials as needed.
- 14) Monitors materials donations and reports to Adult and Children Services Librarians.
- 15) Appropriately addresses behavior that is in violation of library policies or the law.
- 16) Adheres to policies and procedures established by the City of Berlin and Library Board.
- 17) Contributes information for library reports.
- 18) Performs other work as assigned by the Library Director.

SKILLS AND QUALIFICATIONS

- 1) High school diploma or equivalent is required. Higher level degree is preferred.
- 2) Prior supervisory responsibility or two years of progressive responsibility.
- 3) Previous library or customer service experience desired.
- 4) Considerable knowledge and understanding of library operations, services, and materials.
- 5) Ability to direct and supervise the work of others.
- 6) Ability to work independently as well as a team player to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisor.
- 7) Ability to follow detailed oral and written instructions and adhere to library and city policies.
- 8) Communicative skills: Effectively communicate ideas and information in both written and verbal form to library staff, library patrons, and community members.
- 9) Technical Skills: Ability to use a variety of office and library equipment, aid library patrons as needed with public library equipment, manage computer technology, apply technical knowledge, interpret technical regulations and instructions, gather statistics, analyze information, and write reports.

- 10) Problem-solving skills: Ability to deal with abstract and concrete variables, identify problems and opportunities, utilize information and resources for decision-making purposes, effectively evaluate or make independent decisions based upon experience, knowledge or training, and refer problems to the Library Director when necessary.
- 11) Planning, time management, and organizational skills: Ability to organize and prioritize work, carry out library programs, respond to varied/changing work demands, and develop long-term goals.
- 12) Willingness to maintain skills in the above mentioned areas through active participation in appropriate continuing education activities.
- 13) Flexible work hours with regular evening and weekend hours.
- 14) Demonstration of good character as determined through a background investigation.

PHYSICAL DEMANDS

- 1) Ability to work in confined spaces.
- 2) Bending, twisting, and reaching.
- 3) Far vision at 20 feet or further, near vision at 20 inches or less.
- 4) Fingering: keyboarding, writing, filing, sorting, shelving, and processing.
- 5) Handling: processing, picking up and shelving books.
- 6) Lifting and carrying: 50 pounds or less
- 7) Mobility: travel to meetings outside of the library.
- 8) Pushing and pulling: objects weighing 60-80 pounds on wheels
- 9) Sitting, standing, walking, climbing and stooping.
- 10) Talking and hearing, use of the telephone