

POSITION: LIBRARY ASSISTANT

Reports to: Library Director

FLSA Status: Part-time; Non-exempt

Pay Grade: 6

SUMMARY: The **Library Assistant** is responsible for assisting library patrons and guests, for preparing, organizing and maintaining materials and displays, and for assisting with library programs and services.

ESSENTIAL FUNCTIONS:**1. Customer Service**

- Greet customer in person and on the telephone; answer questions and inquiries; provide assistance
- Help customers in finding reading materials, using computers, making copies, sending faxes, etc.
- Contact customers who have materials ordered or reserved
- Assist customers with checking out and returning materials
- Educate patrons and enforce library rules and procedures

2. Administrative and Operations Support

- Catalog new library materials into the library's computer system
- Assist with library programming, story time, summer reading programs, etc.
- Shelve, re-stock and rotate books, magazines and audiovisual materials per library procedures
- Assist with cleaning and repair of books
- Assist with keeping library facilities clean, organized and well maintained
- Renew library materials as needed
- Attend in-service training as required

OTHER FUNCTIONS:

- Perform other duties, projects and tasks as may be required by the Library Director and/or to assure the success of Library operations and services

QUALIFICATIONS AND REQUIREMENTS:**1. Education and Work Experience**

- High school diploma required; additional education preferred
- Previous customer service and/or library experience preferred

2. Skills, Knowledge and Abilities

- Must have strong written and verbal communication skills
- Must have strong customer service skills
- Must have strong skills with telephone, computers and general office equipment
- Must have aptitude to learn and work with audiovisual equipment, microfilm readers, laminators, etc.

3. Physical Capabilities

- Normal library environment; varied physical activity, including sitting, standing, carrying and lifting materials up to 50 pounds, unloading boxes, climbing on ladders, building and moving shelving, and maintaining equipment
- Must be able to operate normal office equipment, review work products, file and retrieve materials

NOTE:

- The City of Canton is an Equal Opportunity Employer, and will consider applicants for all positions without regard to race, religion, creed, color, national origin, genetic information, sex, age, disability, political affiliation, marital or veteran status, or any other basis prohibited by South Dakota or federal law.
- In accordance with the American's with Disabilities Act, the City of Canton will consider reasonable accommodations for qualified individuals with disabilities.
- This position description is intended to provide a fairly comprehensive and accurate description of the position, but it will not cover all aspects, details or tasks required. Other functions, responsibilities and requirements may be assigned, and this position description may be changed at the direction of the City Manager at any time.

ACKNOWLEDGEMENT:

I have read this position description and will do my best to effectively perform the functions and responsibilities required.

Employee

Date

I have reviewed this position description with the individual identified above, and will do my best to provide effective direction and support so this employee can be successful in his/her performance.

Supervisor

Date