

PT LIBRARY ASSISTANT 1 (LA-1)

GENERAL STATEMENT OF DUTIES: Performs routine general library work related to the direct and/or indirect operation of any DHCLS branch or departmental location, including organization/shelving of library materials, the provision of informational and circulation services, and instruction of users in the use of library technology, materials, and services. Special projects may also be assigned.

SUPERVISION RECEIVED: Works under the general written/oral direction and supervision of the 'in-charge' DHCLS location manager who issues instructions and checks work performed. Requires the ability to perform tasks with minimal supervision. The exercising of independent judgment and initiative is often necessary.

JOB DUTIES:

- Performs circulation functions (checking in/out of materials)
- Provides direct customer service and assistance to users of library materials/services either in person, or over the telephone.
- Assists in locating, renewing, reserving library materials/services and instructs in their use
- Creates new user accounts and performs updates to existing accounts
- Processes financial transactions (fines/fees)
- Shelving/Shelf-Reading/Straightening of library materials
- Answers informational and directional questions and recommends library materials/services
- Supervises public computer use
- Assists/Instructs in the operation and use of all library media, technology and equipment, including printers/copiers, and microfilm
- Assists and/or leads in the promotion and delivery of library programs/events for all ages
- Identifies for Technical Services items to be added, mended, or discarded
- Creates attractive library displays
- Records statistics

KNOWLEDGE, SKILLS, ABILITIES: Communication skills, Ability to read and understand English; Computer skills, Ability to learn and master existing and new technologies; Ability to assist public in using hardware/software and other technologies. Requires the ability to work nights and weekends.

PERSONAL ATTRIBUTES: Courteous; helpful; demonstrates good judgment; neat personal appearance; natural curiosity; values diversity; detail oriented; creative.

REQUIRED EXPERIENCE AND TRAINING: High School graduate (or equivalent) and preferably two (2) years' experience in a related work environment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools, or controls, talk and hear. Hand-eye coordination necessary to operate computers and various office equipment. The employee is occasionally required to climb, balance, stoop and crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. May require driving to various locations.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

Please visit our website at www.dhcls.org to submit an application