

## LIBRARY ASSISTANT I

**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 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 necessary.

### **JOB DUTIES:**

- Performs circulation desk procedures such as checking in and out materials, pulling holds, collecting bookdrop, and managing patron accounts.
- Demonstrates positive customer service skills and assists users with library materials/services either in person, or over the telephone.
- Responsible for executing opening and closing procedures.
- Processing financial transactions such as fines, fees, and services.
- Assists in locating, renewing, reserving library materials/services and instructs in their use.
- Shelving/Shelf-Reading/Straightening of library materials.
- Answers informational and directional questions and recommends library materials/services in a helpful and courteous manner.
- Facilitates public computer use and assists with basic technology support.
- Assists/Instructs in the operation and use of all library media, technology and equipment, including nontraditional library materials.
- Register, assist, plan, and present in the promotion and delivery of DHCLS programs/events for all ages.
- Identifies for Technical Services items to be added, mended, or discarded.
- Creates attractive library displays.
- Other duties as assigned.

**KNOWLEDGE, SKILLS, & ABILITIES:** Communication skills, Computer skills, ability to read and understand English, ability to learn and master existing and new technologies; ability to assist public in using hardware/software and other technologies. Must have critical thinking skill. Ability to understand and follow oral and written instructions and to complete assigned tasks with minimal direction. 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; problem solver.

LIBRARY ASSISTANT I  
BEGINNING SALARY:  
\$9.00/hr (20 hrs/week)



**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. By signing, I acknowledge that I am able to perform the essential functions of the job, as described above.*

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Signature:

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Date: