

WILLIAM P. FAUST
Public Library of Westland

LIBRARY ASSISTANT
(Circulation, Receptionist, Technical Services, Interlibrary Loan)
Job Description

RESPONSIBILITIES OF POSITION:

Under general supervision, performs advanced clerical work, public service work, technical service work, request/interlibrary loan work, services library patrons directly or indirectly, and other library work as required. Cross-training and working in other departments is a requirement. This position requires complete confidentiality.

ESSENTIAL FUNCTIONS:

1. Performs circulation desk procedures, such as checking-in and checking-out materials, registering patrons, collecting money, room scheduling, and answering the telephone.
2. This position requires complete confidentiality.
3. Serves as Supervisor-in-Charge on rotating basis.
4. Mail pick-up and drop-off.
5. Assists patrons with mechanical operations of library equipment.
6. Answers directional questions and refers patrons to appropriate personnel.
7. Requests interlibrary loan materials and maintains interlibrary loan files.
8. Checks in deliveries of interlibrary loan and request materials and processes interlibrary loan returns.
9. Performs copy cataloging/enters library holdings in online catalog.
10. Processes, withdraws, repairs, or reconditions library materials.
11. Assists with collection maintenance.
12. Assists with library programs and displays.
13. Uses PA system.
14. Participates in all-staff shelving as needed.
15. Cross-training and working in other departments is a requirement.
16. Performs other related work as required.

KNOWLEDGE AND ABILITIES:

1. Considerable knowledge and understanding of basic library principles, and ability to apply them to library operations.
2. Ability to communicate effectively with staff and public and maintain effective public relations.
3. Ability to understand library policies and procedures and apply them to library operations.
4. Keyboarding and filing ability.
5. Ability to use computer software and manage computerized files including library automation system.

6. Ability to operate library business machines properly, which will require knowledge of databases and search methods.
7. Working knowledge of English grammar and spelling.
8. Willingness to maintain skills in above-mentioned areas through active participation in appropriate library skills learning experiences.
9. Ability to act harmoniously with patrons, vendors, and library staff.

PHYSICAL DEMANDS OF POSITION:

1. Sitting, standing, walking, climbing, and stooping.
2. Bending, twisting, and reaching.
3. Talking and hearing; use of the telephone.
4. Far vision at 20 feet or further; near vision at 20 inches or less.
5. Lifting and carrying: 50 pounds or less.
6. Handling: processing, picking up and shelving books.
7. Fingering: typing, writing, filing, sorting, shelving, and processing.
8. Pushing and pulling: objects weighing up to 60-80 pounds on wheels.
9. Mobility: travel to meetings and vendor visits outside the library building.
10. Ability to stand for long periods of time.
11. Ability to use a computer for long periods of time.

SKILL REQUIREMENTS:

1. Communication Skills: effectively communicate ideas and information both in written and oral form.
2. Reading Ability: effectively read and understand information contained in memoranda, reports, and bulletins, etc.
3. Ability to Comprehend and Follow Instruction: effectively follow instructions from supervisor, verbally and in written form.
4. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator and advanced calculations with a calculator.
5. Time Management: set priorities in order to meet assignment deadlines.
6. Planning and Organizational Skills: develop required plans to solve problems; take advantage of opportunities to accomplish goals; establish systematic methods for accomplishing goals.
7. Equipment: computer literate.

ENVIRONMENTAL WORKING CONDITIONS:

1. Inside work environment.
2. Flexible work hours including frequent evening and weekend hours.

EQUIPMENT USED:

Computer terminal, library automation system, typewriter, calculator, copy machine, fax machine, printer, software programs, microfilm/fiche reader, change machine, telephone, cash register, printing equipment, audiovisual equipment, building security system, motor vehicle, and other equipment as added or required.

EDUCATION AND EXPERIENCE:

Required

1. High School Graduation or GED.

Desirable

1. Keyboarding and general office experience.
2. Two or more years of library experience.
3. Two or more years of technical services or interlibrary loan experience.
4. Library automation system experience.

Adopted Library Board, March 14, 2012