

Delton District Library

Job Description

- **Position Title:** **Library Assistant**
- Reports to: Library Director

General Summary:

Under the general direction of the Library Director, is responsible for the daily tasks of operating the Delton District Library, including circulation, ILL, processing, and assisting the general public.

Essential Functions:

1. Circulation, shelving, and overdues.
2. Help the public with library computers and other technology.
3. Answer questions and help the public find materials in the library.
4. Explain and enforce policies and procedures pertaining to library use and behavior.
5. Material suggestions.
6. Check donations against our collection.
7. Weeding of unused, unneeded, and out-of-date items from the collection.
8. Material processing and repair.
9. Help with programs, ILL, volunteers, and cataloging.
10. Provide clerical assistance to the Library Director and Assistant Librarians.
11. Miscellaneous duties/responsibilities as assigned.

Physical Requirements: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions.*

1. Occasionally requires lifting or carrying objects weighing up to 30 pounds.

2. Occasionally requires reaching, including overhead reaching.
3. Talking and hearing; use of the telephone and computers.
4. Far vision at 20 feet or further; near vision at 20 inches or less.
5. Pushing and pulling objects weighing 60-80 pounds on wheels.

Environmental/Working Conditions:

1. Inside work environment.
2. Flexible work hours, some evening and weekend hours are possible.
3. Basic maintenance of building/property.

Qualifications:

1. High School Diploma.
2. At least 1 year experience in a public service environment.
3. Knowledge of community needs and interests.
4. Knowledge of print, electronic, audiovisual and information formats and technologies.
5. Ability to carry out library services and daily operating tasks.
6. Interpersonal and oral and written communication skills necessary to establish and maintain effective working relationships with other employees and the general public.
7. Knowledge of hardware and software systems necessary for the operation of the library and the ability to use electronic means of communication and information transfer.

The above statements are intended to describe the general nature and level of work performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.