

**Town of Guilford
LIBRARY ASSISTANT I**

EXEMPT:	NO	SALARY LEVEL: N2
DEPARTMENT:	LIBRARY	
REPORTS TO:	LIBRARY DIRECTOR	
LOCATION:	67 PARK STREET	
HOURS:	18 HOURS PER WEEK	
PREPARED BY:	Mitchell R. Goldblatt	Initials <u>MRG</u> DATE: August 1, 2018
APPROVED BY:	Matthew T. Hoey, III	Initials <u>MTH</u> DATE: August 1, 2018

POSITION SUMMARY:

Under the general supervision of the Director, Associate Librarian, supervising Librarians, or higher ranking Library Assistants, carries out clerical and statistical procedures associated with two library departments. Deals directly with the public and answers both directional and informational queries at the Circulation, Reference, or Children's desks. Assists patrons with other tasks as required. Performs duties, which may include checking the status of library materials and planning children's programs, or other activities, as directed. Variable schedule includes rotating nights, Saturdays and Sundays.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Acts as a receptionist/greeter for the library at the Circulation Desk and/or in the Children's Room or Reference Desk.
- Assists in staffing of the Circulation, Reference, or Children's Desks and carrying out the basic functions in these departments.
- Provides informational and other required assistance to the public through person-to-person, telephone or e-mail contact.
- Utilizes the library's computerized Integrated Library System (ILS) to carry out library-specific functions including check-in, check-out, placing of holds and renewal of materials, in either the Circulation, Reference, or Children's Departments.
- Shelves books and materials.
- Books meeting rooms.
- Keeps basic records.
- Assists with children's programs, including preparation and clean-up.
- Attends staff meetings and other meetings, as required.

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- Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of computer functions, both in carrying out work-related tasks and in assisting the public in their endeavors.
- Skills in basic mathematics.
- Skills in dealing with the public, including flexibility.
- Skills in oral and written communication.
- Ability to follow all safety instructions and maintain all safety standards.
- Ability to read and comprehend instructions, short correspondence and memos.
- Ability to write correspondence.
- Ability to learn about libraries, their function, and set up.
- Ability to learn the Dewey Decimal System.
- Ability to learn basic computer systems, such as Word.
- Ability to learn and use automated computer systems including word processing and on-line databases.
- Ability to effectively present information in one-on-one and small group situations to patrons of the library and other employees and volunteers.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to meet and serve the public pleasantly, tactfully and informatively.
- Ability to comply with all applicable federal, state, and local safety and health regulations that would apply to this job.

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- Ability to establish and maintain effective working relationships with superiors and colleagues.
- Ability to treat other employees, and those with whom they come into contact, including the public, with courtesy, respect, and professionalism.

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 required to stand; walk; sit; use hands to finger, handle or feel objects, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift and/or move up to fifty (50) pounds.

EDUCATION AND/OR EXPERIENCE:

High School diploma or General Education Degree (GED). Library experience or equivalent desirable.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job requires frequent interaction with general public. The noise level in the work environment is usually quiet to moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be required.