

## Job Description

Title: Library Assistant – Substitute

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Position Overview:

Under the direction of the Building Supervisor, the Substitute Library Assistant's primary responsibilities are to provide services to the public at all service desks throughout the library, as needed, when permanent part time staff are not available. This may include evening and weekend shifts. Must work a minimum of one shift every eight weeks.

## GENERAL RESPONSIBILITIES AND DUTIES OF A LIBRARY ASSISTANT:

- Receive oral or written instruction from the building supervisor(s), and/or Library Director
- Examine and become familiar with the contents and use of all current and new resources in any format that are available or added to the library collections
- Work with all age groups to support patrons in their search for information, leisure reading, and the use of computers and digital devices
- Assist in the development and maintenance of library collections; including but not limited to shelving, shelf reading, and making recommendations for additions to the Library's collections.
- Assist with maintaining other aspects of the library's collections as needed
- Adhere to the service desk procedures manual
- Follow policies and procedures outlined in the Library Personnel Policy and Procedures
- Assist patrons with access to the Project Lab
- Instruct and supervise in the patron use of Library equipment and materials
- Assist with programs for all ages
- Keep accurate records of statistics and queries
- Attends staff meetings, workshops, etc. as required.
- Performs additional duties as assigned.

Supervision Received: Receives direct supervision from the building supervisor(s) with general supervision from the Library Director.

Supervision Exercised: Under the direction of the building supervisor(s) and in the absence of same, supervises staff and volunteers assigned to shift.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to learn and understand both traditional and MARC cataloging formats, Dewey classification, and library processes.
- Understand current trends and development in the field of youth services, library science and online tools.
- Keep accurate records, understand and follow directions.

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- Strong oral and written communication skills.
- Communicate courteously, enthusiastically, and effectively with the public and with other staff members.
- Solid general educational background and problem-solving abilities.
- Ability to represent the library at outside meetings.
- Ability to work both collaboratively and independently.

MINIMUM QUALIFICATIONS:

Bachelor's degree required with experience working in public library setting. Experience working with Evergreen preferred.

PHYSICAL REQUIREMENTS:

Work in a library environment; sustained posture in a standing or seated position for prolonged periods of time; perform lifting, crouching, and pushing; travel to other locations.

ACCOMODATIONS:

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.