

PART TIME LIBRARY ASSISTANT

CLASSIFICATION

Library Assistant

HOURS

Up to Eleven 11 hours per week

One Saturday per month

One Sunday per month

STARTING SALARY

\$14.22 hourly

DEFINITION

Performs responsible clerical and paraprofessional circulation or other duties under the direction of the Supervising Library Assistant and supervision of the Library Director.

ESSENTIAL FUNCTIONS OF THE JOB

Charges and discharges library materials, collects fines, registers new patrons and issues library cards.

Assists the public in use of library resources and equipment.

Answers questions on library organization, holdings, policies and procedures.

Checks and maintains shelves to ensure correct order.

Retrieves periodicals to fill patron requests.

Accepts reserves for library materials, handles interlibrary loan requests and notifies patrons when items are available.

Opens building at the start of the business day and closes the building at the end of the day.

Handles overdue notices in accordance with library policy.

Prepares books and other library materials for the collection including labeling, marking, pocketing, mending and reinforcing.

Collects data for statistical reports.

Maintains library membership applications for completeness as to name, address and similar personal identification and records changes in this information

Performs other duties as assigned by management.

KNOWLEDGE, SKILLS, ABILITIES

Thorough knowledge of library and clerical terminology, library procedures, use of computers and other equipment.

Ability to deal tactfully and courteously with the general public and to maintain effective working relationships with other library staff.

Ability to maintain established library records and files.

Knowledge of books and background in literature helpful.

Ability to stimulate interest and encourage participation in reading and other library activities.

Strong organizational ability.

Ability to comprehend, analyze and interpret regulations, policies and procedures of the library.

Ability to read, write speak, understand and communicate in English sufficiently to perform the duties of this position.

QUALIFICATIONS

High school graduate or equivalent.

Previous library experience or some college or library courses.

Familiarity with computers.

Rockaway Township Residency.