

## **PART TIME LIBRARY ASSISTANT**

### **CLASSIFICATION**

Library Assistant

### **HOURS**

Tuesdays 9am-1pm

Fridays 4pm-8pm

One Saturday per month

One Sunday per month

### **STARTING SALARY**

\$14.94 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 preferred.
- Familiarity with computers.
- Ability to read and write in English.
- Rockaway Township Residency.