WEEKS PUBLIC LIBRARY

JOB DESCRIPTION: LIBRARY ASSISTANT 3 (PART-TIME)

PRIMARY RESPONSIBILITIES

The Library Assistant 3 position is responsible for adult programming, cataloging materials, and various circulation functions. The assistant is required to accumulate 20 hours of continuing education courses every three years.

SPECIFIC DUTIES

Under the supervision of the Director:

- Create, plan, schedule, and execute programs for adults.
- Create and post publicity for adult programs.
- Post other events to the website and social media as needed.
- Work 1-on-1 with patrons at tech help sessions.
- Perform copy cataloging tasks and special projects.
- Open the library and prepares it for the day. Closes the library in the evening.
- Register and renew patrons, giving an introduction to the library and services.
- Check materials in and out.
- Promote library programs and services while completing transactions with patrons.
- Answer telephone and email inquiries and directs queries to the appropriate staff member as needed.
- Renew materials by phone, through email, and in person.
- Reshelve materials and make sure they are in proper order.
- Assist with print newsletters as needed.
- Assist patrons in the use of the copier, scanner, online catalog, Internet access, and online services.
- Process interlibrary loan requests from other libraries while on the desk and accept patron’s requests.
- Assist patrons with basic reference, Reader’s Advisory and genealogy queries, in print and online, referring requests to the Director when additional help is needed.
- Assist patrons with computer and device queries as needed.
- Assist in prepping the library for the cleaners as needed.
- Perform other duties as requested by the Director.

QUALIFICATIONS

Education/Experience

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Bachelor Degree or previous library experience working with the public. Must be detail oriented, have experience with standard office equipment, possess above average typing/computer skills and be comfortable with the latest technology, social media, and devices. Must also be able to deal with multiple tasks and patrons simultaneously. Other required skills: ability to maintain a professional demeanor and composure when dealing with challenging patrons; ability to follow written and oral instructions; ability to learn Dewey Decimal system, automated circulation system, and library circulation policies and procedures; ability to work unsupervised, solve problems and serve library users independently.

**Physical Activity Requirement**

**Cognitive and Sensory Requirements:**
- Talking: Necessary for communicating with others.
- Hearing: Necessary to receive information and instructions.
- Sight: Necessary to perform job effectively and correctly.
- Taste & Smell: Not required

**Physical Requirements:**
- Ability to lift boxes and books and push book carts weighing upwards of 50 pounds
- Ability to stand, sit, bend, and reach.

**Hand manipulation:**
- Grasping: Frequently required.
- Handling: Frequently required.
- Fingering: Frequently required.
- Using Controls and Equipment: Computer, telephone, copy machine, AV equipment, calculator, telescope, Kindle, coffee makers, microwave, projector screen, and fax machine.

**Work surfaces:**
Circulation counter tops, processing counter, and tables.

**Occupational exposures:**
Some exposure to copier toner, thermal printer paper, disinfectants and cleaning agents, wasps, radon, rock salt, and ice melt.

**Environment:**
Inside 99% Outside 1%

**WORK SCHEDULE**

16.25 hours per week when scheduled to work on Saturday, 12 hours per week when not. Requires three evenings a week (Tuesday, Wednesday, Thursday), two Saturdays a month, and participation in the holiday weekends rotation.

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