



## **Library Assistant**

### **Summary of Position:**

The primary duty of the Library Assistant is to check materials in and out; staff the circulation desk including answering phones, taking in fees, and interacting with patrons to provide assistance as needed; and re-shelve materials.

### **Responsibilities:**

The Library Assistant reports to the Library Director. The Library Assistant shall take direction on a daily basis from the senior staff member on duty at any given time. All employees are expected to read staff training and informational emails from the Director in a timely manner to keep abreast of policy changes and issues.

### **Required Qualifications, Knowledge, Skills & Abilities:**

The Library Assistant shall be at least 18 years old, have a high school diploma or equivalent, and have good clerical skills and previous work experience in a customer service related position. Knowledge of the Dewey Decimal system is desirable. The Assistant shall be able to follow directions, work accurately and efficiently, ask questions, make informed decisions, and be helpful and friendly when dealing with the public. The Assistant must be familiar with the needs of children during busy story hours and be able to perform circulation tasks while families are present. The Assistant shall have basic computer skills, including how to search the Internet, Microsoft Word basics, and how to use devices such as e-readers, tablets, and other technology utilized in the library.

### **Essential Duties:**

- Check items in and out, place reserves, and other circulation related duties (reserve cart)
- Answer phones as needed
- Bring in mail from the exterior mailbox and sign for UPS packages at the desk
- Use a cash register to take in fees and close out register
- Call patrons with items on hold
- Shelve all materials and do periodic shelf reading
- Make sure all forms at the circulation desk are stocked
- Ensure paper in copy machine is stocked
- Assist in putting up/taking down art exhibits as needed
- Assist patrons on the public access computers
- Respond to patron requests for help in locating materials or simple reference queries, including reader's advisory, or using e-readers with basic queries
- Interact in a positive and professional manner with other staff and patrons
- Run the copy machine, fax machine, laser printer and other office machines
- Check donated materials / assist in cleaning out the book sale area
- Make sure bulletin boards are clean, organized, and postings are non-profit
- Ensure that all displays on end caps are filled and most recent magazines are displayed
- Clean out the magazine donation shelf periodically
- Fill scrap paper cans for patron search stations
- Update outside swinger boards as requested
- Assist processing clerk when time allows with laminating/covering materials/repairing materials
- Do monthly calls to patrons with expired cards to update information
- Assist staff in setting up and breaking down the meeting room for events

- Special assignments as required, including, but not limited to assisting with inventory, adding data to records, and building end cap displays/updating displays may be asked of this employee

**Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be necessary.**

**Working Conditions/Physical Requirements:**

- Constant contact with patrons; must be able to maintain patience.
- Must be able to lift and carry up to 25 lbs frequently. Carrying/lifting 25-50 lbs occasionally. Carrying/Lifting over 50 lbs infrequently.
- Reaching at, above or below, shoulder height is always required.
- Pushing/pulling always required for movement of book carts.
- Frequently grasps and handles items, finger dexterity required for typing and control of other office equipment such as telephones, copy and fax machines, and calculators. Torquing not required.
- Physical considerations; bending, squatting, crouching, twisting, balancing, climbing and kneeling all required at some time during duties.

**Cognitive & Sensory Requirements:**

- Talking: Necessary for communication with patrons, staff, and others.
- Hearing: Necessary for receiving instructions, queries from patrons, and requests from staff.
- Sight: Necessary for doing job effectively and correctly.
- Tasting & Smelling: Not Required.

**Summary of Occupational Exposures:**

- Exposure to dust, mold, mildew, and copy machine toner, and occasionally to cleaning and book processing fluids.

**Personnel Issues:**

The Library Board of Trustees shall set the pay scale for this position based upon current statewide and national averages. Library employees are governed by the Barrington Public Library personnel policy. Termination procedures for this position shall conform to Section 202-A: 17 of the NH Library Laws.

20-24 Hours per week (Hourly- Grade 2/Step5) \$15.06/hour. Earned time available, accrual based on hours worked.