**Position Description Department**

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| **Position:** Library Assistant |
| **Department:** Brodhead Memorial Public Library |
| **Reports** to: Library Director |

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| **Status:** At Will Position | **Type:** Part time  | **FLSA:** Nonexempt |

**GENERAL DESCRIPTION:** This position works under the direct supervision of the circulation managers and aids in general responsibilities of the library.

**ESSENTIAL FUNCTIONS:** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of duties and tasks the employee will likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than those listed below, as the needs of the Library Board and/or the requirements of the position change.

* Aids in general library duties.
* Provides excellent customer service.
* Working the circulation desk.
* Assists patrons in materials selection and location.
* Shelves books and shelf-reads collections as needed.
* Assists patrons with on-line patron access catalog and computers.
* Processes interlibrary loan materials.
* Processes and prepares materials for check-out as needed.
* Assists with programming as needed.
* Assists with opening and closing procedures.
* Ability to flex schedule.
* Ability to participate in relevant on-line webinars.
* Performs all other duties, as assigned.

**SKILLS:** The requirements listed below are representative of the knowledge, skills and abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

* Knowledge of the use of standard office equipment, including computers and computer software.
* Skills in oral and written communication.
* Skill in research and use of library resources.
* Ability to work effectively with library staff and patrons

**EDUCATION AND TRAINING:** High school diploma or high school equivalency completion.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and work environment characteristics described below are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Work is mostly performed in an office setting; hand-eye coordination is necessary to operate computers and other office equipment.
* While performing the duties of this job, the employee is required to frequently stand and talk, to hear, use hands and fingers to handle, feel or operate objects, equipment, tools or controls, and reach with hands and arms.
* The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch or crawl.
* The employee must frequently lift or move up to 20 pounds, and occasionally lift and/or move up to 50 pounds.
* Hazards are considered minor and controllable but may include exposure to human error and angry/hostile patrons.