

EAST CENTRAL REGIONAL LIBRARY

Position Description

Job Title: Branch Library Assistant Grade: 7  
Exemption Status: Non-Exempt Department: Branches  
Authorization: Date: Rev. and approved 6/9/08,  
6/8/15

Job Specifications

<u>Factor</u>	<u>Level</u>
EDUCATION	High School Diploma or GED Bachelor's Degree preferred)
JOB RELATED EXPERIENCE	None
SUPERVISION GIVEN	None
SUPERVISION RECEIVED	Branch Librarian

Summary: the Branch Library Assistant is responsible for the clerical operations of the automated library circulation system. The aide is also responsible for operating a branch library, under the direction of the Branch Librarian. Ability to work courteously and effectively with other employees and the public; ability to read, comprehend and orally communicate English; ability to be tactful and adept in dealing with a wide variety of people; ability to interpret library policies, resources, and services to others.

Physical Requirements: Inside light work. Equipment used may include, but is not limited to, personal computer, computer terminals, telephone, copy and fax machines. Daily requirements are sitting, standing, and walking with occasional demands of simple grasping, bending, squatting, crawling, reaching above shoulder height, crouching, kneeling, and pushing or pulling book carts. Frequent lifting and carrying of up to 24 pounds, and occasional lifting and carrying of up to 30 pounds.

Assists with all functions of branch library operation to ensure efficient and effective operation of the branch library and high levels of customer service

**Essential Job Specific Duties**

1. Staffs the public service desk to:
  - a. Provide circulation services.
  - b. Assist customers in finding materials.
  - c. Provide information services.
  - d. Assist users with library resources and equipment.

2. Completes opening and closing responsibilities to ensure users have timely access to library facilities.
3. Shelves returned library materials to ensure proper order.
4. Receives and records payments of fines and fees accurately.
5. Schedules meeting rooms if applicable.
6. Staffs ECRL's telephone services in a courteous and professional manner.
7. Empowers library users and promotes self-service.
8. Process newspapers, magazines and mail.
9. Fills displays.
10. Performs all required circulation routines to ensure an accurate recording of all circulation transactions and the timely movement of materials between branches.
11. Monitors the library's collection to ensure that it is shelved correctly and in good condition, bringing collection issues to the Branch Librarian's attention.
12. Maintains required statistics as directed by Branch Librarian.
13. Creates an inviting library environment, ensuring a positive user experience.
14. Assists in organizing, ordering and maintaining supplies.
15. Assists Branch Librarian with story time, summer reading program or other library programs as directed.
16. Directs the work of volunteers in Branch Librarian's absence.
17. Assists Branch Librarian with tasks as directed.
18. Provides building supervision in the Branch Librarian's absence as follows:
  - a. Reports building maintenance issues.
  - b. Resolves rules of behavior issues, including contacting local law enforcement if necessary.
  - c. Responds to complaints and problems as they occur.

### **Associate Job Specific Duties**

19. Improves him/herself in any way possible to enhance job performance
20. Promotes ECRL, its mission, philosophies, values, programs and achievement to the public and other employees
21. Identifies organizational problems and opportunities for improvement and brings solutions and suggestions to supervisor's attention.
22. Functions as a team member by assisting, supporting and encouraging other employees in any way possible.
23. Maintains working knowledge of Microsoft Office Software and other software used by the library.
24. Maintains working knowledge of applicable equipment and technology used by the library.

### **Non-Essential Job Duties**

25. Performs related work as required, willingly and eagerly.