

Library Assistant Job Description

Required: High School Diploma/GED

Hourly: Part-time base rate \$11 - \$13

Chico Public Library, Inc. is the responsibility of its governing Board of Directors. **The Library Assistant is responsible to the Board of Directors and the Library Director.**

Job Description:

Performs entry-level library support work. Job duties primarily involve assisting in the areas of technical services, cataloging, circulation and public services. Occasional special projects as assigned.

Primary Tasks:

Assists with technical service duties such as:

- Sorting, organizing and processing new materials using the library's integrated library system (Atrium)
- Editing item metadata using library software (Atrium, NRE, LibGuides, etc)
- Assisting with various catalog inventory and clean-up projects
- Shelving and organization of incoming materials.
- Run the library in the absence of Library Director.

Assists with circulation duties such as:

- Processing patron requests
- Sorting, locating and shelving library materials
- Retrieving and preparing materials placed on hold
- Reading shelves for accuracy of order and re-shelving materials as needed
- Recording patron visits, materials circulation, computer, and Wi-Fi statistics.
- Collection of fines and fees.

Assists with general library housekeeping duties such as:

- Straightening shelves and furniture
- Tidying public and staff spaces
- Sorting, organizing, stocking supplies
- Setup and take down of various equipment and furniture for library programs
- Assist with seasonal decorations and displays.

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Assists patrons in the library:

- Provide circulation assistance as needed
- Assist patrons using library resources (i.e. computers and other devices, copy/fax/scan)
- Assist with research,

Other Duties

- Duties pertaining to the presentation of Library programs
- Assist with maintaining library website and social media presence
- Assist with Community Outreach efforts
- Assist with book sales and other fundraising efforts

Assist with other projects as assigned

Minimum Qualifications:

- Strong customer service and interpersonal skills, ability to relate well to persons of all ages, religions and ethnicities.
- Strong reading and writing skills.
- Comfortable interacting with technology and possesses good computer skills.
- Ability to follow written and oral instructions, learn assigned tasks readily and complete work in an accurate and timely manner.
- Knowledge of filing alphabetically and numerically.
- Self-directed and able to work independently.

General Library Volunteers who have served for a minimum of 6 months and have demonstrated desirable qualities which are sought when hiring of paid staff will be considered for this position.

Core Competencies:

- Exhibits an excellent public service attitude - empathy for people and their needs, pleasant, friendly, helpful, patient, tactful, etc.
- Aptitude for working with computers and other equipment
- Ability to communicate effectively both verbally and in writing
- Ability to form and maintain effective relationships with coworkers and customers
- Understanding of and support for the principles of intellectual freedom

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- Ability to operate effectively as a member of a team in performing daily duties, developing programs and dealing with problem situations
- Ability to perform all duties in a safe manner
- Ability to perform all duties in a manner that is consistent with the Chico Public Library's mission.

Conditions of Employment:

- Must pass a driver's license check, criminal history background check, and social security number verification check
- Must be able to reach above shoulder level and stoop below knee level
- Must be able to lift up to 50 pounds and carry up to 25 pounds
- Must be able to climb ladders
- Must be legally sighted and able to hear to be able to assist customers
- Must be able to work outside of regular business hours as required

Machines, Tools, Equipment and Work Aids:

The essential functions of this position require the use of a phone, computer and copy machine, as well as, scanner, office software, email, and social media. Working knowledge of integrated library systems (ILS) and applications, and Internet online databases is a plus.

Training:

The Library Director and/or Assistant Director will train all employees and volunteers in their position and will review Library ways of work so that they will be successful doing their job.