



## POSITION DESCRIPTION

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POSITION: Library Assistant  
DEPARTMENT: Information and Reader Services  
GRADE: 9  
CLASSIFICATION: Full- or Part-time, Non-exempt

### I. SUMMARY

Under the general supervision of the Information and Reader Services Manager, participates in the general operation of Information and Reader Services. Provides direct services to the public by performing reference and readers' advisory service, programming, and/or collection development in assigned area. Contributes to creating a positive environment and enthusiasm about the library.

### II. DUTIES AND RESPONSIBILITIES

#### A. Primary duties and responsibilities

1. Provides basic reference and/or readers' advisory service on a regularly scheduled basis; uses and instructs patrons on computers, emerging technologies, print and electronic resources and social media platforms
2. Develops and prepares content for print and digital library communications including bibliographies, pathfinders, displays, research aids, website, social media, etc. as needed or assigned
3. Assists with collection development and management activities through selection and evaluation of physical and digital material as assigned
4. Assists with outreach and programming activities for targeted adult and young adult populations and community groups as assigned
5. Promotes the library by the practice of good public relations

#### B. Additional or specialized duties

1. Collaborates with colleagues within and across departments in providing information planning services, and developing resources for library patrons; serves as a member of cross-departmental teams as assigned
2. Participates in continuing education opportunities and professional activities pertinent to the position
3. Prepares statistics and reports for management review as requested
4. Other duties as assigned

III. Knowledge, Skills, and Abilities Required

1. Embraces "Service at the level of WOW!" philosophy
2. Maintains current knowledge of library trends, materials, practices, techniques and technology; exhibits a willingness to learn other applications as needed
3. Ability to work and communicate effectively with public and staff
4. Ability to set priorities, make independent decisions and exercise discretion with patrons and staff
5. Reads broadly in areas of interest to adults and young adults
6. Ability to follow through tasks to completion

IV. Physical Skills and Abilities Required

1. Ability to use computer keyboard, telephone and other library equipment
2. Ability to assist patrons at service points including demonstrating use of library equipment and retrieving library materials
3. Ability to read small print accurately
4. Ability to lift and carry 20 pounds
5. Ability to attend meetings outside the library

V. Qualifications for Position

1. LTA certificate or B.A./B.S. preferred
2. 2 years library experience preferred
3. Availability to work evenings and weekends