

## Library Assistant - Presque Isle Community Library

**Position Definition:** Performs varied clerical work in issuing and receiving library books and periodicals; and assists patrons in the use of library services and facilities.

**General Duties:** Receives oral or written instructions from supervisor. Organizes work according to established procedures. Performs routine library services such as receiving and loaning books, returning books to shelves, and following up on overdue books and materials. Performs routine filing of books, periodicals, and other materials. Checks returned books for damage. Makes minor repairs to books and materials as needed. Computes and receives overdue fines. Assists persons in applying for library membership. Processes membership applications and issues membership cards. Maintains records of supplies and materials. Types cards, lists, reports, and other information. Operates computer terminal and auxiliary equipment in routine duties. Reports work accomplished to supervisor.

**Additional Duties:** Responds to general information requests by telephone or refers to Librarian. Reserves books and materials in the Merlin Consortium, and WISCAT. Processes books and materials using Sierra Catalog program. Assists in preparation of book and document exhibits. Performs related tasks as assigned.

**Supervised By:** Receives general supervision from the director..

**Supervision Received:** Works under the general direction of Library Director, but has some latitude for the exercise of independent judgement and initiative. May assist in the administration in the absence of the director following procedures and policies.

**Qualifications Profile:** The skills and knowledge required would usually be acquired with a high school education, technical experience, or volunteering at this library. Training is available and recommended by director, and continuing education through Northern Waters Library Service where applicable.

**Physical Demands:** The physical demands here described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations made be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach with arms and hands, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools, or controls, talk and hear. Hand-eye co-ordination is necessary to operate computers and various equipment. The employee is occasionally required to climb, balance, stoop, and crouch. The employee must occasionally lift up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**License or Certificate:** Not Applicable.

*Library Assistant must have good customer service and listening skills, display a true interest in this community, and exercise empathy toward individuals.*

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