

4 E. Ottawa Street
Richwood, Ohio 43344-1261

Phone: (740) 943-3054
Fax: (740) 943-9211

Library Assistant

Position Summary

The Library Assistant helps keep the library running smoothly during daily operations. The work involves ensuring appropriate and efficient processing and distribution of library materials and providing positive experiences for library patrons by checking out and returning library materials, assisting patrons in using library services and facilities, registering patrons for library cards, and responding to customer questions and issues.

Supervision Received

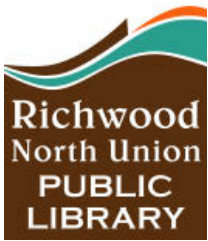
Works under the direction of the Director.

Typical Duties

- Circulates, reserves, renews, distributes and maintains all library materials and empties book drop.
- Inspects returned books, materials, and equipment for damage
- Registers patrons and collects fines and fees for overdue and damaged items
- Collects fees for the use of library equipment, such as printing, faxing, and copying
- Locates and maintains reserved library items and notifies patrons as necessary
- Assists patrons with scheduling the library meeting room and collecting and returning deposits
- Monitors public use of library facilities and assists patrons in location and use of library materials, services, and equipment
- Responds to requests for information and assistance or refers inquiries to a librarian
- Processes new and damaged materials according to established procedures
- Operates a variety of standard office and library machines
- Processes incoming and outgoing statewide delivery materials
- Assists with other functions as needed

Knowledge, Skills, and Abilities

- The ability to efficiently, effectively and positively meet the library needs of internal and external customers
- The ability, through both verbal and written methods, to provide concise, timely, and accurate information, internally and externally, with all appropriate people
- Knowledge of and ability to support the library's mission and structure; a comprehensive awareness of the library's services, materials, and policies and procedures
- Demonstrated general understanding of basic computer skills coupled with a basic understanding and knowledge of computer equipment and technology troubleshooting
- Demonstrated knowledge of and ability to use the content of the library's website, library databases, online catalog, and Integrated Library System



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- Understanding and supporting the library's role in providing free and equal access to ideas, information, resources, and services, from all points of view, without restriction, to every individual
- Knowledge of the needs of library patrons of all ages and the ability to provide the type and level of service needed
- The ability to efficiently and accurately prepare and maintain library materials for staff and patron use
- The ability to identify and edit descriptions of library materials and the provision of appropriate access
- The ability to identify and prioritize work needs
- The ability to assess situations and troubleshoot in order to identify effective solutions
- The ability to work collaboratively with others to achieve organizational goals and objectives
- The ability to adjust to changing situations

Minimum Qualifications

- High School Diploma or equivalent
- Some experience in using libraries
- Previous work experience or training indicative of ability to work independently and develop the required knowledge, skills and abilities

Physical/Mental Demands:

Mobility to work in an office setting, use standard office equipment and stamina to sit and stand for extended periods of time; strength to lift and carry up to 50 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone. Incumbent must have the ability to bend, reach, stoop, and push.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this job, unless doing so will cause an undue hardship on the operations of the Library.

Work Environment:

Work is performed in a retail-like setting, with need for considerable mobility: light lifting, bending, stooping, stretching and sitting at a variety of desks and service points. The work environment involves everyday risks or discomforts that require normal safety precautions.

Compensation:

Starting pay at \$15/hr with opportunities for advancement

Position is part time averaging 25-35 hrs/week including evening and Saturday shifts as needed