

LIBRARY ASSISTANT I

PRIMARY RESPONSIBILITIES

Assists in performing the basic clerical operations of the library and other tasks as assigned

DUTIES

Circulation/Collection Functions

- Sort, pack/unpack and inspect library materials being received from or being delivered to other libraries
- Empty drop box
- Run reports and lists for item hold information and interlibrary loan requests
- Search shelves for requests, retrieve items requested, and route items appropriately
- Contact patrons or other libraries as necessary
- Print paging lists, notify patrons for hold pickup, clear expired holds
- Participate in collection maintenance including shelving, cleaning, repairing of materials
- May be asked to assist in the selection and processing of materials
- Receive and assess donated materials
- Record monies received through the circulation function and may assist with counting and balancing cash box before next business day

Patron services

- Check library materials in/out
- Issue new/replacement library cards
- Contact patrons for hold pickup or overdue notices, etc.
- Provide reader's advisory and reference/information services by answering questions regarding library policies, procedures, equipment, collections services to the public in person or on the phone
- Promote library services and programs to patrons
- Supervise use of internet by the public

Teamwork

- While on duty, straighten, dust, assist with general library janitorial maintenance
- Attend staff meetings as scheduled
- May be asked to assist with special library projects or programs
- Perform other related duties as needed

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- High school diploma or equivalent
- Basic clerical skills including computer and telephone skills, familiarity with the internet and e-mail
- Basic mathematical skills
- Manual dexterity, visual acuity and sufficient spelling & keyboarding/PC skills to effectively access information on the computer
- Strong interpersonal and communication skills for interaction with co-workers
- Friendly, positive, creative, self-directed and task-oriented
- Ability to learn quickly and work accurately
- Visual acuity necessary to retrieve library materials from shelves or storage
- Physical ability to retrieve or place materials above shoulder or below knee level and lift/carry materials and delivery bags weighing up to 40 pounds

- Hearing ability to answer telephone and customer inquiries
- Ability to operate a variety of equipment including computer, fax and copy machine
- Ability to greet patrons warmly and provide them with a pleasant library experience with a keenly focused customer service approach

This job description is intended to describe the general nature and level of work being performed by a person assigned to do this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

HOURS

Minimum 4 hours, Maximum 20 hours weekly

PAY RANGE

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BENEFITS

As listed in the Employee Handbook

TO APPLY

Please include with your resume an answer to the following question:

Why would you be a wonderful addition to the Cedar Springs Public Library team?

Send to: Director
Cedar Springs Public Library
43 W. Cherry St., PO Box 280
Cedar Springs, MI 49319

**Cedar Springs Public Library is
an EQUAL OPPORTUNITY EMPLOYER**

Job description adopted June 16, 2005 by the CSPL Board
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