

# **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 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
- Ability 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**

Maximum 26 hours weekly

## **PAY RANGE**

B

## **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  
107 N. Main Street; 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  
Revised January 18, 2007  
Revised September 18, 2008  
Revised December 2013  
Revised April 28, 2014  
Revised November 27, 2017