

POSITION DESCRIPTION

City of Brewer

Class Title: Library Assistant, Archives and Digitization

Department: Library

Updated: September 2017

GENERAL PURPOSE:

Delivers high quality of service for Library patrons. Assists in the development, administration and coordination of John and Millie Goodness Research Room operations. Performs duties related to Library operations..

SUPERVISION RECEIVED:

Works under close supervision of the Library Director.

SUPERVISION EXERCISED:

Exercises limited supervision of temporary personnel and volunteers, as assigned.

DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities

- Performs archival work, such as reviewing, handling, cataloging, and properly storing historical documents and items.
- Handles historic and present digitization and other projects as assigned by Director.
- Performs a variety of circulation tasks including but not limited to checking in/out Library materials to patrons, notifying patrons of overdue items, collecting fines/fees as needed, assisting patrons in research queries, and shelving books.
- Supports Library programming by helping with program preparation and planning as assigned.
- Performs computer maintenance as needed, by updating programs already installed.
- Performs related work as required and assigned.

Additional duties and responsibilities

- Maintains special records or sections of the Library as assigned.
- Assists in maintaining books and materials.
- Assists in preparation of exhibits when needed.
- Knows basics of the Dewey system.
- Plans work according to established Library schedule and standard procedure.
- Performs readers advisory and reference work as needed during shifts.
- Performs a variety of miscellaneous duties as needed, including but not limited to answering phones, running errands, picking up needed supplies for activities, arranging facilities by setting up tables and chairs for programs.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED.
- Training in Library science, archives, or related field preferred.
- Previous paid or volunteer Library experience preferred.

Necessary knowledge, skills and abilities:

- Aptitude for clerical and detail work.
- Ability to work as a team with other employees.
- Strong communication and customer-service skills.
- Knowledge of and interest in genealogy, historical research, and archives use.
- Knowledge of proper archives handling and cataloging techniques.
- Excellent digital skills and knowledge.
- Familiarity with basic reference resources e.g., encyclopedias, almanacs etc.
- Ability to understand and follow oral and written instruction.
- Considerable knowledge of reader interest, books and a variety of authors.
- Willingness and ability to quickly learn new tasks.
- Ability to establish and maintain effective and friendly working relationships with patrons, employees, supervisors and the general public.

TOOLS AND EQUIPMENT USED

Library computer system, archives software, personal computer, telephone, printer, calculator, copier, fax machine and cash register.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 walk, sit, stand, talk and hear. The employee is frequently required to use hands, fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms and bend at the knees and waist. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform essential functions. The noise level in the environment is generally quiet.