

POSITION DESCRIPTION
City of Brewer

Class Title: Library Assistant, InterLibrary Loans and Outreach

Department: Library

Updated: October 2017

GENERAL PURPOSE:

Ensures high quality of service for Library patrons. Assists in the development, administration and coordination of InterLibrary Loan and outreach 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and maintains InterLibrary Loan program using a variety of digital tools including but not limited to Excel, Word, and City email.
- Assists Director and other staff in coordinating, preparing, and administering community outreach events and other Library programs.
- Collaborates with fellow employees, supervisors, and library staff across the state.
- Practices excellent customer service to effectively serve library patrons and the general public.
- Provides training to Library assistants, aides, or volunteers, as assigned.
- Assists Director with correspondence and record keeping, including donation records management.
- Uses Word, Publisher, Excel and other digital tools to prepare brochures, news releases, bulletins, posters, and other public relations materials to promote Library services.
- Adheres to, promotes and respects the Library and the City of Brewer policies.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Promotes interest in Library organizations.
- Performs readers advisory and reference work as needed during shifts.
- Maintains special records or sections of the Library as assigned.
- Plans work according to established Library schedule and standard procedure.
- 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 for programs.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

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

Necessary knowledge, skills and abilities:

- Excellent digital skills and knowledge, including but not limited to a strong grasp of Excel, Word, Publisher, and other software tools.
- Aptitude for computer, clerical, and detail work.
- Strong communication and interpersonal skills.
- Considerable knowledge of reader interest, books and a variety of authors.
- Familiarity with reference resources.
- Knowledge of the basics of the Dewey Decimal system.
- Ability to understand and follow written and oral communication.
- Ability to establish and maintain effective working relationships with patrons, employees, supervisors, library staff across the state, and the general public.

TOOLS AND EQUIPMENT USED

Library computer system, 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.