

TOULON PUBLIC LIBRARY DISTRICT
JOB DESCRIPTION March 2023

JOB TITLE: Library Assistant

DESCRIPTION: Perform general clerical responsibilities for the office and library items. Should have knowledge of computers and related equipment, fax machine, photocopy machine, laminator, and circulation desk cash procedure.

Support and endorse the policies and decisions of the library board. Promote the use of the library in the community.

All work is done under the supervision of Director and Lead Librarian. Honesty, good judgment, accuracy and organization are essential qualities.

DUTIES AND RESPONSIBILITIES:

- Work circulation desk
- Check materials in and out
- Issue and renew library cards
- Collect fines for overdue materials and lost materials
- Work with the public
- Answer the telephone courteously
- Handle ILL requests from patrons
- Help with the copy machine
- Use laminating machine
- Connect patron to the Internet
- Give computer and Internet assistance to the public
- Know how to use digital catalog
- Send and receive faxes
- Shelve returned materials
- Assist in the technical processing of books by applying labels/covers/etc.
- Maintain all shelves and keep books faced and display easels filled
- Help with shelf reading and inventory
- Dust bookshelves and counters, etc.
- Maintain restroom stock. Vacuum if needed
- Assist in decorating library as needed
- Attend staff meetings and workshops as requested by Director
- Assist Director and other staff as needed

DESIRABLE TRAINING AND EXPERIENCE:

Minimum: - High School diploma or GED and some customer service and/or library experience a plus.

PHSICAL 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 regularly required to stand; walk; reach with hands and arms; climb stairs; and stoop, kneel, crouch, or crawl. The employee frequently is required to sit and climb or balance. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

COMPENSATION: 0-19 hours per week non-exempt position. Tuesday/Wednesday/Thursday 4-8 primary schedule with some flexibility. Salary range: minimum to \$15.00.

Employee will have use of library computers and email address for their use. In the event of a separation the library will retain ownership of both as well as the content created.

EMPLOYEE _____ DATE _____