

## **Job Description – Library Assistant (Part-Time)**

### **Prescott Public Library**

Serves adults and children by providing circulation services, general reference and readers' advisory assistance, collection maintenance, and assisting with programs and projects.

#### **Reporting Relationship**

Reports to the Library Director.

#### **Responsibilities**

1. Follows Prescott Public Library and the City of Prescott policies and procedures.
2. Works at the circulation desk performing functions such as check-out/check-in of materials, registering new patrons, collecting fines, faxing documents, and helping patrons use the copy machine and printer.
3. Maintains circulation records including tasks such as:
  - Manually updating records
  - Running and completing paging slips
  - Running reports and performing shelf checks
  - Preparing overdue notices
4. Processes courier-delivered materials and organizes items in correct locations.
5. Orders and processes interlibrary loan requests.
6. Assists with collection maintenance such as weeding and shifting of materials.
7. Shelf reads and straightens materials while shelving items.
8. Empties book drop and takes returned items to the circulation desk for checking in.
9. Helps with inventory and supply orders.
10. Assists patrons with library catalog and/or helping patrons find materials.
11. Directs patrons to proper staff for more detailed reference and readers' advisory assistance.
12. Assists with library programs and displays.
13. Processes, withdraws, and repairs library materials.
14. Assists patrons in their use of library equipment and performs simple maintenance and repair of library equipment, such as computers and printers, when necessary.
15. Performs light housekeeping duties.
16. Performs other related work.
17. Attends training when directed.

## **Knowledge and Abilities**

1. Ability to maintain confidentiality of library patron information.
2. Considerable knowledge of library methods, policies and procedures, and the ability to apply them to library operations.
3. Ability to clearly present information and respond to questions from the public.
4. Ability to work independently, to organize and prioritize work, respond to varied and changing work demands and make decisions as required.
5. Good interpersonal skills and the ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisor.
6. Keyboarding and filing, proficiency with computers and operating systems, and computer applications such as Microsoft office and email.
7. Ability to operate library business machines properly, which will require knowledge of databases and search methods.
8. Working knowledge of English grammar, spelling, and calculating basic math.

## **Physical Demands of the Position**

- Ability to work in confined places.
- Bending, twisting, reaching, sitting, standing, walking, stooping, kneeling, and crouching.
- Keyboarding, writing, sorting, filing, shelving, and processing.
- Lifting and carrying: 50 pounds or less.
- Pushing and pulling: 50-100 pounds on wheels.

## **Equipment Used**

Ability to use computers, printers, copier, fax machine, audio visual equipment, iPad, book truck and telephone.

## **Education and Experience**

A high school diploma or equivalent is required. A Bachelor's degree is preferred. At least one year of library experience or comparable skills and responsibilities preferred.

*This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Prescott Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.*