



Position: Library Assistant

General Purpose:

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

Nature of Work:

Work is performed under the general administrative direction of the Library Director and is reviewed through conferences, reports and the efficiency of services provided. The Library Assistant provides customer services to the community and individuals visiting the library, as well as other duties related to communicating available resources and services to the public.

Duties and Responsibilities:

- Work at the circulation desk performing functions such as check-out/check-in of materials, registering new patrons, collecting fees, faxing documents, and helping patrons use the copy machine and printer.
- Maintain circulation records including tasks such as:
 - Manually updating records
 - Running and completing paging slips
 - Running reports and performing shelf checks
 - Preparing overdue notices
- Process courier-delivered materials and organize items in correct locations.
- Assist patrons with online library catalog and/or help patrons find materials.
- Provide thorough reference help and readers' advisories to patrons.
- Assist patrons coming in for technology help for their devices and library resources.
- Order and process interlibrary loan requests.
- Assist with collection maintenance such as weeding and shifting of materials.
- Assist with the addition of materials into the collection when needed.
- Shelf read and straighten materials while shelving items.
- Empty book drops for check-in
- Help with inventory and supply orders.
- Assist with library programs and displays.
- Process, withdraw, and repair library materials.

Knowledge, Skills and Abilities:

- Ability to maintain confidentiality and use appropriate judgment in handling information and patron records.

- Ability to research and clearly present information and respond to questions from the public.
- Great interpersonal skills and the ability to maintain and foster cooperative and courteous working relationships with the public, co-workers, and supervisor.
- Ability to use computers and applications such as Microsoft Office and Google Workspace.
- Ability to use the MORE System and library automation software.
- Ability to navigate, understand, and clearly explain how to use library resources and databases to patrons.

Physical Demands and Working Conditions:

- Bending, twisting, reaching, sitting, standing, walking, stooping, kneeling, and crouching.
- Keyboarding, writing, sorting, filing, shelving, and processing.
- Pushing/pulling book carts of 50-100 pounds and lifting/carrying 50 pounds or less.
- Majority of work performed in general office/library environment.
- Requires willingness and ability to work flexible hours, which includes days, evenings and rotating Saturdays.
- Requires periodic participation and attendance at events and training.
- Occasional travel to workshops out of the immediate area may be required.

Qualifications:

- High school diploma or equivalent is required. A Bachelor's degree 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.