

POSITION DESCRIPTION
CLARK COUNTY PUBLIC LIBRARY

An Equal Opportunity Employer

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Job Title:	LIBRARY ASSISTANT - BRANCH
Department:	Branch
Immediate Supervisor:	Branch Manager
Work Supervisor:	Library Associate – Branch
Positions Supervised:	Page (work supervision, as assigned)
FLSA Status:	Non-Exempt

JOB RESPONSIBILITIES:

Under general supervision, the Library Assistant - Branch assists with maintaining the branch collections, locates library materials and serves patrons.

QUALIFICATIONS:

- High school diploma or equivalent
- Library experience preferred

WORKING CONDITIONS:

- Must be able to work a flexible schedule, including evenings and weekends
- May occasionally required to work overtime

PHYSICAL REQUIREMENTS

- Job requires ability to operate tools and controls, walk, reach, sit, see at close range and distance, talk, hear, bend, reach, and stoop to perform job duties. Frequent computer usage. Must be able to push carts (may exceed 50 lbs.), occasionally move items up to 25 pounds. May sit or stand for extended periods of time. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions and/or for the interview process.

An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> • Basic computer applications/MS Office • Library policies and procedures* • Dewey Decimal Classification System* • Integrated automation system* 	<ul style="list-style-type: none"> • Maintain knowledge of library services • Interact and respond appropriately to patrons and staff • Communicate effectively in written and oral form • Maintain confidentiality

* May be acquired after hire

% of Time	ILLUSTRATIVE DUTIES: (<i>The duties listed below are not all-inclusive and illustrate the type of work assigned to a position incumbent. Essential functions of the job are noted by ★. The percentage of time allocated to each group of duties is approximate.</i>)
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60% PATRON ASSISTANCE

- ★ Enters patron and library material information on the computer system; issues library cards
- ★ Collects and records fines and fees; reconciles and prepares deposits
- ★ Responds to questions from patrons in person and over the telephone
- ★ Processes reserve requests, transfers reserves, and enters reserves in computer, as required
- ★ Assists patrons in locating appropriate areas of the library and with locating library materials
- ★ Assists patrons in use of library equipment
- ★ Assists patrons in use of the internet and library computer services
 - Answers questions regarding digital library materials, personal digital devices and digital checkouts, including searches, downloads, and troubleshooting
 - Assists in monitoring patron use for policy compliance
 - Assists in patron internet sign-up, questions, and patron printing
- ★ Prepares books for delivery
 - Assists librarians with conducting research
 - Assists with processing materials from the book drop

25% COLLECTION MAINTENANCE

- ★ Organizes library materials for shelving according to proper shelving practices
- ★ Transports library materials from one location to another
 - Shelves library materials and reads shelves for proper filing order
 - Straightens shelves and assists with weeding and shifting library materials
- ★ Cleans and maintains orderliness of library displays, shelves and furniture
- ★ Reads reviews and maintains knowledge of library materials, services, and patron reading preferences (Readers Advisory)
- ★ Assists with maintaining department files, records and indexes, and processing materials
- ★ Removes damaged materials and routes for mending
- ★ Assists with minor mending and re-labeling of library materials
- Assists with collection development

10% PROGRAMMING

- ★ Assists with preparing and conducting programs for children and adults
- ★ Prepares annotated bibliographies, booklists, book reviews, fliers and handouts
- ★ Maintains files of stories and songs for children's programs
- ★ Assists with library tours and school and community visits

5% MISCELLANEOUS

- Performs additional duties and assignments, as requested

Employee Signature

Date