

## LIBRARY ASSISTANT II: COLLECTION PROCESSOR & CIRCULATION

Under immediate supervision, performs clerical and other library work as required.

#### DUTIES

1. Performs circulation desk procedures, such as checking in and checking out.

materials, registering patrons and collecting fines.

1. Processes, catalogs, withdraws, repairs, or reconditions library materials.
2. Checking in/out and sorting library materials, processing interlibrary loan deliveries,

and fulfilling curbside requests

1. Shelves library materials and reads shelves.
2. Assists with library programs and displays.
3. Assist patron with ready-reference questions and reader advisory, bibliographic.

instruction and database searching

1. Assists patrons with mechanical operations of library equipment.
2. Answers directional questions and refers patrons to appropriate personnel.
3. Performs other related work as required.

#### KNOWLEDGE AND ABILITIES

1. Working knowledge of library methods and procedures
2. Ability to operate library machines properly.
3. Keyboarding and filing ability.
4. Working knowledge of English grammar and spelling
5. Willingness to maintain skills in above mentioned areas through active.

participation in appropriate library skills learning experiences.

#### PHYSICAL DEMANDS OF POSITION

1. Sitting, standing, walking, climbing, and stooping
2. Bending/twisting and reaching
3. Talking and hearing; use of the telephone
4. Far vision at 20 feet or further; near vision at 20 inches or less
5. Lifting and carrying: 50 pounds or less
6. Handling: processing, picking up and shelving and books
7. Manual dexterity: typing, writing, filing, sorting, shelving, and processing.
8. Pushing and pulling objects weighing 60-80 pounds on wheels
9. Mobility: travel to meeting outside library

#### MENTAL REQUIREMENTS

1. Communication skills: effectively communicate ideas and information both in

written and oral form

1. Reading ability: effectively read and understand information contained in

memoranda, reports, and bulletins, etc.

1. Ability to comprehend and follow instructions: effectively follow instructions from

supervisor, verbally and in written form

1. Mathematical ability: calculate basic arithmetic problems (addition, subtraction,

multiplication and division) without the aid of a calculator

1. Time management: set priorities to meet assignment deadlines.

#### EDUCATION AND EXPERIENCE

1. High school diploma or GED
2. College courses focused on Library Science highly desired.
3. Public library and customer service experience highly desired

#### HOURS AND SCHEDULE

1. Part-time 20-24 hours per week
2. The schedule for this position will include evenings and weekend rotation.

#### COMPENSATION

Hourly rate for this position is$14.50 per hour.