

JOB DESCRIPTION

Title: Library Assistant (Public Service) – P.M. Position

Date: March 20, 2019

FLSA Status: Nonexempt

Reports to: Library Director

Job Summary: Supervises Circulation desk, Processes all SWAN/MOBIUS orders, Processes Interlibrary Loans. Assists patrons with questions in the library or on the phone. Assists Library Director with any clerical work. Covers library evening/night shifts, closes the Library.

Credentials and Experience:

- High school graduate (minimum), college experience preferred.
- Two years related experience.

Duties and Responsibilities:

- Supervises and trains all new students for working in the library and at the circulation desk.
- Maintains records for overdue materials and fines/billing
- Researches and processes Interlibrary Loans outside the MOBIUS system.
- Assists patrons with library research, including using the MOBIUS catalog, searching for articles in periodicals and databases, and locating resources on the Internet.
- Uses the MOBIUS system and receives training for updates on it
- Compiles and sends statistics on MOBIUS Loans to the MOBIUS Consortium Office.
- Handles and keeps records on Incoming and Outgoing Mobius Books.
- Composes and types routine correspondence and memoranda via email and word processing software.
- Greets visitors to the library and directs them to appropriate individual.
- Answers telephone and provides information/assistance or routes caller to appropriate individual.

- Processes Community Patron library cards.
- Assists Library Director with monitoring office supplies.
- Performs other related duties as required.
- Opens and/or closes the library. Secures the building, the cash drawer, and the computers.
- Enforces the policies for computer security.

Knowledge, Skills, and Abilities

- Knowledge of office procedures.
- Ability to work effectively with others.
- Ability to set priorities, work independently, and finalize projects.
- Ability to handle and resolve recurring problems.
- Strong skills in computer and standard office software required.
- Ability to learn library specific software and databases.
- Ability to follow oral and written instructions.

Special Requirements:

- Flexible schedule. Willing to work afternoons, evenings and weekends as requested by Library Director.
- Willing to perform duties not specifically stated in the above description as requested by Library Director.