

ASSISTANT LIBRARIAN
WALES PUBLIC LIBRARY
(Approved 10.03.22)

DEFINITION

The Assistant Librarian assists patrons and performs circulation, reference and youth services work. Assists the Library Director in the overall operation of the library and performs other assignments as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Provides excellent service to patrons of all ages at circulation desk and throughout the library, as well as via phone and email.

Assists patrons in locating library materials; checks materials in and out; monitors the condition of library materials for completeness and damage and/or rerouting to other libraries; issues and updates library cards; maintains and updates confidential patron records; processes overdue notices; collects and records fines for overdue items; processes hold/ILL requests; notifies patrons about library materials placed on hold for them.

Assists patrons with the operation of library computers, library internet connections and other library equipment; collects and records payment from patrons for use of library copiers and printers.

Assists with statistical recordkeeping, collection development and cataloging.

Shelves library materials; creates and maintains displays of library materials; reads shelves to maintain materials in appropriate locations and order; tidies library areas.

Performs basic research; assists patrons with their research; provides readers' advisory services; assists patrons in accessing library e-resources.

Informs patrons of and enforces library policies; courteously receives and passes along patron comments/complaints to the Director; provides information about library services, resources and events.

Opens/closes the library facility as required.

Assists in facilitating and promoting library events and programs; prepares materials for library events and programs.

Assists with special library projects.

SUPERVISION

Works under the direct supervision of the Library Director. Performs routine duties that are clearly defined by protocol and standard operating procedures. The position requires basic knowledge of departmental operations.

SUPERVISORY RESPONSIBILITIES

None.

MINIMUM QUALIFICATIONS

High school diploma or its equivalent; successful completion of Criminal Offender Record Check (CORI) background check.

KNOWLEDGE, ABILITY AND SKILL

General knowledge of library principles and practices.

Ability to read and assimilate information; ability to write and communicate information clearly and effectively; ability to work well with people of diverse ages and backgrounds.

Ability to display initiative, motivation and resourcefulness in the execution of duties.

Intellectual curiosity and an appreciation of libraries.

WORK ENVIRONMENT

Work is performed under typical office conditions; the noise level is fairly quiet.

Operates computer, telephone, facsimile machine, copier, calculator and other standard office equipment.

Employee has frequent contact with the general public. Contacts are in person, by telephone or email.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Candidates must be physically able to sit and stand for extended periods of time; push or pull, sort and shelve a fully loaded cart of books, lift 25 pounds, bend, stretch, shelve and move around the multistory library at a moderate pace.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.