Herrick District Library

Position: Library Assistant I

Grade: W-5

Salary: $20.76 - $26.54

Reports To: Department Manager

General Summary:

The Herrick District Library is seeking a responsible, service-minded Library Assistant to join our team. Library Assistants perform a wide range of library functions that encourage our community to connect, discover, and create. This position requires a Bachelor’s Degree. Spanish language fluency is preferred.

Essential Functions:

* Positively represents the library
* Demonstrates excellent communication skills, both verbal and written
* Demonstrates continuous learning and keeps up-to-date with library skills and best practices
* Assists patrons, provides reader’s advisory, provides access to information, and offers help with technology
* Performs library circulation functions and solves patron account issues
* Encourages others to follow library policies and uses good judgement when deviating from official policies and procedures
* Creates displays
* Examines collection accessibility and recommends improvements
* Contributes to the development of departmental procedures and best practices
* Creates statistical reports and gathers data for the purpose of measuring success
* Works with manager to set and accomplish goals to meet strategic initiatives
* Helps to plan, present, and evaluate programs
* Selects, orders, catalogs library materials
* Assists in Human Resources functions including record-keeping, coordinating new hire orientations, and communicating with benefit providers and acting as staff liaison with insurance providers
* Miscellaneous duties and responsibilities as required or assigned

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions.

* Occasionally requires lifting, pushing, pulling and carrying objects weighing up to 50 pounds
* Frequently requires use of office equipment as well and long periods of sitting, standing or walking as needed
* Occasionally requires stooping and crouching
* Occasionally requires reaching, including overhead reaching

Qualifications:

* Bachelor’s degree required
* Spanish language fluency is preferred

The above statements are intended to describe the general nature and level of work

performed by people assigned this classification. They are not to be construed as an

exhaustive list of all job duties performed by personnel so classified.