BRANCH ASSISTANT

Description:
Provides library service to patrons, including assisting with use of public access and circulation computers and a wide range of print, non-print, and electronic resources. Collects fines and enforces library policy. May assist with programming, displays, booklists, and other promotional activities. Assists with maintenance of a clean, orderly library. Works schedule as assigned. Works under the close supervision of the Branch Manager.

Illustrative Examples of Work:
Performs all circulation and patron registration functions. Examples: Charges and discharges materials to patrons; collects fines and fees; updates patron registrations; enforces library policies and procedures.

Assists patrons in obtaining information and materials and using library equipment & resources.

May assist with or be responsible for programs, displays, or booklists. May assist with other library promotional activities as requested by the Branch Manager.

Assists with collection maintenance. Shelves books and other materials; shelf reads on a continuous basis. Prepares magazines and newspapers for patron use. May do some mending of materials.

Assists in maintaining the library in a clean and orderly fashion. Cleans computer screens/earphones at least weekly. Assists in sanitizing the library.

In the absence of the Branch Manager, may be assigned responsibility for the building and library services.

Performs other duties as assigned.

Knowledge, Skills, Abilities:
Working knowledge of library methods, practices, and procedures as well as of library materials and reader interests within six months of employment.

Ability to perform detailed and repetitive clerical tasks.

Ability to deal tactfully with patrons and other employees.

Experience and Training:
Experience in clerical and detailed work. Work in a library or a field with public contact useful.

Requirements:
Graduation from high school; wide reading background preferred. Proficiency with computers, basic software, and, within six months of employment, the library’s automation system. Ability to understand and follow written and oral instructions and policies. Ability to communicate well orally and in writing. Ability to lift up to 25 pounds.