



Library Assistant – Circulation (Part-time 18 hrs per week) Job Description

Job Title: Library Assistant, Circulation

Department: M. G. Parker Memorial Library

Supervisor: Circulation Librarian

Union Status: Union (for salary only)

Salary: \$16.08/hr

Grade: 2 Steps: 1-12

FLSA: Non-Exempt

Position Summary:

Under the supervision of the Circulation Librarian, the Library Assistant provides outstanding customer service and performs administrative duties relating to library materials, as well as other related work, as required.

Essential Functions:

The essential functions or duties listed below are illustrations of the type of work 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.

- Register and assist new patrons
- Resolve patron disputes pertaining to overdue fees, etc.
- Interact with and provide assistance to patrons with a wide variety of needs and abilities
- Check materials in and out
- Remove damaged items from circulation
- Search, file, and request ILL materials
- Search for overdue, missing, and lost materials
- Shelve, shift, and shelf read as needed
- Responsible for accurate accounting of all Library of Things parts
- Reserve, check out, and return Museum passes
- Register patrons for events
- Assist with training new staff
- Create book displays
- Assist with Friends of the Library Raffles and book purchases
- Clean front desk and circulation work areas
- Responsible for appearance and order of all Library collections
- Periodically dust shelving

Supervision:

Works under the general direction of the Circulation Librarian, according to established procedures and departmental policies and standards; duties require independent judgement and initiative.

May supervise student pages and volunteers on occasion.

Qualifications:

High school diploma or equivalent; two years of library experience or customer service experience; or an equivalent combination of education and experience.

Knowledge, Ability & Skill:

- Knowledge of the principals and practices of library work
- Customer service skills
- Ability to assess the needs of the department on a daily basis
- Ability to use available resources to provide services to library patrons
- Ability to work independently
- Ability to work accurately with detailed information
- Computer skills; interpersonal skills; written and oral communication skills; planning and organizational skills.

Work Environment:

- Regular schedule includes weekend and evening hours.
- Work is performed in library conditions; work is affected by seasonal fluctuations, such as the school calendar and seasonal programs; The employee operates computers, fax, scanner, copier, and other library and office equipment
- The employee has access to confidential patron records, and circulation information
- Errors could result in delay of service to patrons, monetary loss, or damage to library equipment

Physical Demands:

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

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb and/or balance; talk; and hear. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision and distance vision.

The Town of Dracut requires a pre-employment physical, drug screen and CORI post offer.

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.

The Town of Dracut is an Equal Opportunity/Affirmative Action Employer