

# Assistant Librarian Job Description

## **Job Summary:**

The Assistant Librarian will assist the Library Director with the daily tasks of the library.

## ***Supervisory Responsibilities:***

- None.

## ***Duties/Responsibilities:***

- Provide excellent customer service.
- Assist patrons with finding library materials.
- Instructs patrons on how to use library computers, library technology or online resources.
- Assist patrons with making copies, scanning and faxing.
- Answer reference, research, and readers' advisory questions.
- Follow and enforce the policies of the Eldon Public Library regarding all library services.
- Proficiently handle all circulation functions of the library's integrated system (Apollo).
- Processes and distributes supplies and materials throughout the library.
- Completes routine cataloging.
- Examines books for damage; repairs or facilitates repairs when needed.
- Assists in preparing exhibits, seasonal displays, and bulletin boards throughout the library.
- Returns, or oversees and trains volunteers to return, books and materials to stacks.
- Process interlibrary loan requests.
- Answer phones in a professional manner.
- Perform building opening and closing procedures, maintain building security.
- Maintain the overall appearance of the library in a clean and orderly manner.
- Maintain an awareness of activity in the library to be able to perform duties.
- Perform other duties or assume other responsibilities as apparent or assigned.
- Show initiative with self-directed activities

## ***Required Knowledge, Skills, and Abilities:***

- Ability to learn current library holdings and resources, both print and electronic, and the different platforms where they are located.
- Ability to learn library policies and procedures.
- Ability to learn library reference and readers' advisory materials and sources.
- Clerical skills, including basic typing, filing and computer skills.
- Skill in using library technology and automated systems.
- Skill in training patrons to use library resources.
- Skill in communicating effectively with patrons and staff.
- Ability to demonstrate effective public service skills.
- Ability to understand public library operations.
- Ability to interact effectively, professionally, and tactfully with patrons and staff.
- Ability to do basic troubleshooting for any situation that arises.
- Ability to multitask.
- Must possess sound judgment, initiative, tact and courtesy.
- Must pay attention to details.

***Minimum Education and Experience:***

- High School diploma or equivalent (must be 18 or older)
- Library Experience or training preferred
- Earning State Library of Iowa Public Library Support Staff Certification (within 2 years.)

***Physical Requirements:***

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 40 pounds at times.
- Must be able to climb ladders or step stools, balance, stoop or crouch, push and pull book carts and lift and carry books.
- Must be able to read and discern computer screens and book labels.
- Occasionally exposed to outdoor weather activities.
- Must be able to reach with hands and arms, stand, sit, or walk, use hands to grasp, handle, feel or operate objects, such as tools or controls, and to talk or hear.