
VCBC PL LIBRARY ASSISTANT

Reports to

SUPERVISION RECEIVED:

- Work is performed under the direct supervision of the Children's or Adult Services Coordinator, and general supervision of the Library Director.

General Summary

JOB OBJECTIVE:

- Assists Adult or Children's Services Coordinator with the day-to-day operation of the library including circulation, reference, material selection, programming, public computer assistance, and outreach. Position may constitute work in various departments.
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Essential Functions and Responsibilities

Typical Work: (An employee in this classification may be called upon to perform the following tasks which are illustrative and not exhaustive in nature.)

- Gives friendly and helpful service to library users.
 - Conducts circulation activity, entering data into computer, searching and checking customer files, including registering new patrons.
 - Checks library materials in and out using the library's automated library system.
 - Fills requests for reserved materials.
 - Performs miscellaneous material collection related duties within context of department/branch needs.
 - Provides research assistance to patrons, helping them to gain access to both manual and computer generated information.
 - Provides input into and may be asked to facilitate new and innovative programs to create interest in and enjoyment of the library.
 - Performs a wide variety of routine clerical tasks including maintaining records and collecting and recording fines.
 - Attends training courses and undertakes special training activities as directed.
 - May represent the library at various promotional events and activities.
 - Performs other duties as assigned by supervisor.
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Knowledge, Skills, and Abilities

- A proactive public service initiative with strong communication and interaction skills and the ability to relate to people of all ages.
 - Knowledge, interest and appreciation of literature and other sources of information available at the library.
 - Ability to provide research assistance.
 - Ability to assist in organizing activities and to perform routine tasks.
 - Ability to use computers and perform data entry.
 - Exhibits flexibility and possesses a high degree of patience and tolerance.
 - Willingness to further credentials by additional education and workshops.
 - The qualified candidate must possess a valid state of North Dakota operator license and maintain this license during employment in the position.
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Supervisory Responsibilities

SUPERVISION EXERCISED

- Supervision is exercised over Library Pages and volunteers when appropriate.
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Education, Experience, and Training

- High School diploma or equivalent required. College level studies, computer training and library experience highly desired.
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The above description is illustrative. It is intended as a guide for personnel actions and must not be taken as a complete itemizing of all facets of any job.