

Kingsley Public Library

JOB CLASSIFICATION: Library Assistant

REPORTS TO: Library Director

MINIMUM EDUCATIONAL REQUIREMENTS: High school graduate or GED graduate.

PRIMARY FUNCTION: Under Supervision of the Library Director, performs the duties listed below. Must have the ability to work cheerfully with the public; ability to make change (money); ability to alphabetize and work with chronology (i.e. days, months, years) and the ability to run (or learn to run) a photocopier, phone, computer, fax machine and other new technology as applicable.

DUTIES AND RESPONSIBILITIES:

1. Help patrons use library services.
2. Help in processing materials new to the library, including but not limited to covering books and property stamping.
3. Checking items in and out of the library and maintaining patron confidentiality.
4. Shelving materials that are returned to the library.
5. Sending and receiving faxes for patrons.
6. Taking phone messages.
7. Straightening and dusting library shelves.
8. Assisting with library programs, both adult and children programs.
9. Regular cleaning.
10. Other duties as directed by the Library Director.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is frequently required to walk, sit, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in this work environment is generally quiet to moderate.

The above job description is not a complete statement of every task and responsibility that is required on the job. It contains the major duties to be performed by that individual and may require that individual to assist other tasks, as necessary.