

City of Elkhorn

POSITION TITLE: Library Assistant
DEPARTMENT: Library
UNION AFFILIATION: No

FLSA: Non-Exempt
REPORTS TO: Circulation Supervisor
DATE: January, 2025

Summary of Position

Under supervision of the Circulation Supervisor, the Library Assistant oversees activity at the Main Service Desk, including check out, registration of patrons, collecting fines & fees, check in and sorting, pulling library materials for the Pick List, faxing, answering questions and performing other library duties as required.

Essential Duties and Responsibilities

- Performs Circulation duties such as checking library materials in and out using the online database.
- Sorts library materials on carts and prepares them for shelving; shelve as needed.
- Registers patrons for library cards using the online database.
- Checks in delivery of materials from other libraries, empties book drops, prints the Pick List and pulls items for delivery and hold shelf.
- Answers directional and ready reference questions and refers patrons to Associates for more involved questions.
- Assists patrons with use of the photocopy machine, SHARE catalog, self-checkout machine and other library equipment.
- Calculates and receives overdue fines, fax and other money, operates cash management system, uses the copy machine to scan and send faxes.
- Shelf-reading to maintain order of books and other collections.
- Performs reader's advisory services.
- Performs opening and closing procedures.
- Maintains confidentiality of library patron information.
- Other duties include, but are not limited to: answering the telephone, calling patrons about overdue materials, shelving, sorting and routing mail, mailing print overdue notices, registering patrons for programs, processing magazines, filing registration cards, setting up displays, etc.

Knowledge and Abilities

- Knowledge of library operations, services and procedures.
- Ability to effectively present information and respond to questions from patrons.
- Ability to communicate effectively with other staff and library patrons in person, by telephone and electronically.
- Knowledge of basic computer skills including keyboarding and mouse skills, use of online library catalog and databases, and the internet.
- Ability to develop and maintain a positive working relationship with co-workers and library patrons. Excellent customer services skills are required.
- Ability to operate basic office equipment such as photocopy machines, printers, telephones, cash register, etc.

Matheson Memorial Library
Library Assistant, page 2

- Ability to understand library policies and procedures and apply them to library operations.
- Ability to maintain a regular schedule including some daytime, evening and weekend hours.
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as needed.

Physical Demands of Position

- Ability to remain standing for long periods of time.
- Sitting, standing, walking, climbing, stooping, and kneeling.
- Bending, twisting and reaching.
- Talking and hearing; ability to use the telephone.
- Lifting and carrying up to 50 pounds.
- Pushing and pulling objects weighing up to 200-300 pounds on wheeled cart.
- Handling, picking up, and shelving books and other materials.
- Fingering, keyboarding, writing, filing, and sorting.
- Vision: Far vision at 20 feet or further. Near vision at 20 inches or less.

Mental Requirements

- Communication skills: Ability to effectively communicate ideas and information in written and oral for with the public and the staff.
- Reading ability: Effectively read and understand information in memos, reports, email, bulletins, etc.
- Ability to understand and follow instructions provided in written or verbal forms.
- Mathematical: Ability to calculate basic arithmetic without the aid of a calculator.
- Time management: Ability to set priorities and arrange work flow in order to meet assignment deadlines.

Work Environment

- Indoor work environment.
- Flexible work hours requiring daytime, evening and weekend hours.

Education and Experience

- High school diploma or GED.
- Previous library experience preferred.

Applicants will be asked to:

- Complete an employment application.
- Complete an interview with the Circulation Supervisor and Library Director.
- Complete a skills assessment to test ability to alphabetize, numerate, calculate fines, make change, identify detail and other related skills.