

Wilson Memorial Library	Board of Trustees
	Approved: 02/19/2005
Job Description—Library Assistant	Updated: 02/2012; 01/26/2015

Job Description—Library Assistant

A. Educational experience and requirements

1. A high school diploma is preferred, but not required.

B. Salary Range

1. The salary range for this position is \$7.25 to \$10.00 per hour.

C. Job Duties

Public Relations

1. Effectively communicates services of the library to the public, such as answering questions, locating materials, assisting in equipment usage, public speaking, library tours, etc.
2. Assists patrons and processes inter-library loans.
3. Assists Library Director in compiling a list of items of public interest, including but not exclusive of, upcoming events, new acquisitions, interesting library facts, legislation concerning the library, large donations or grants received, etc.
4. Assists in the production and distribution of posters, flyers, brochures, bookmarks, and bulletin boards promoting library services, materials, programs, events, legislations, etc.
5. Verbally reminds customers of current library opportunities at circulation desk

Bookkeeping

1. Is responsible for shelving all returned materials daily
2. Contacts overdue patrons (at least) weekly
3. Organizes client transactions (circulation) by way of an orderly and efficient system (i.e. card file, automated circulation, etc.)
4. Assists in keeping all petty cash records in the cash drawer in a ledger designated as such
5. Assists in organizing daily statistics in a manner prescribed by the Library Director for monthly reporting
6. Keeps a check-list of the month's work-list showing items accomplished. Presents to Library Director prior to the monthly Board Meetings
7. Keeps time sheets for self and turns it into the Library Director before Board Meetings
8. Assists in the weeding outdated materials on a continual basis, under the direction of the Library Director

Professional

1. Utilizes advances in technology to assist in the circulation and processing, for example, locator, Internet, automated circulation, laminator, copy machine, computer programs, etc.
2. Establishes and maintains effective working relationships with the library director, Board of Trustees, community groups, and the general public, our clients.

Collection Development

1. Recommends books and other materials to Library Director when patrons make requests.
2. Under the direction of the Library Director, processes all remaining materials for public access and circulation, if applicable, within 14 days of receipt.
3. Cooperates with library Director in surveying of patrons annually

Miscellaneous

1. Checks the mailbox daily and mails all packages, rotation materials, and documents by appropriate deadlines. Notifies Board members of any correspondence received promptly.
2. Repairs materials as needed promptly.
3. Calls service immediately when needed.
4. Recommends the expenditure of library funds when needs are noticed.
5. Under the direction of the Library Director, aggressively works to implement annual goals within budgetary restraints.
6. Recognizes Board decisions as a directive to take prompt action on each discussion item.
7. In emergency situations, contacts appropriate persons for building maintenance problems. For non-emergency situations, leaves notice for the Library Director to make contact.
8. Identifies "down time" and performs necessary tasks accordingly (i.e. utilizes back room for processing duties during slow mornings)
9. Keeps abreast of Library Director's duties so as to take over in an emergency.

-No provision is made for paid holidays, vacation, or sick leave.

-Will be paid mileage and hours for workshops, meetings, etc.

-Job performance will be evaluated annually in January, before salary recommendations are presented to the Board, and at any additional time deemed necessary by a majority of the Board.