York County Library System

Answers for Living ♦ Knowledge for Life ♦ www.yorklibraries.org

JOB ANNOUNCEMENT

Title: Library Assistant

Department: Martin Library

Supervisor: Director of Operations

Schedule: To be determined.

Classification: Part-time

Specific Education:

Candidate must have an Associate degree (or equivalent).

Experience Requirements:

Substantial experience working with computerized databases, software applications such as Microsoft Office, online alternatives, and performing Internet searches. Must also have experience providing library services in an urban public library and assisting customers with their computer needs.

General Requirements:

Candidate must enjoy being a team player and providing excellent customer service to a diverse population of all ages. This position requires someone who has strong communication skills and who is truly enthusiastic about helping others. It is important that the candidate be dependable, a self-starter and feel comfortable using computers and performing other research-related duties.

Physical Requirements:

1. Must be able to lift up to 30 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
2. Must be able to push a cart that weighs up to 80 pounds.
3. Required to perform simple grasping and fine manipulation tasks with both hands, and requires acceptable corrected vision (in both eyes) and acceptable corrected hearing.
4. Depresses computer keyboard keys and use of mouse.
5. Pick up and holds and lays down handset of telephone.
6. Must be able to reach, lift, and stretch throughout the work day.
7. Clear and comprehensible speech required to communicate adequately in performance of this job.

Duties and Responsibilities:

1) Performs duties related to checking in and checking out library materials. This includes using an item scanner, the Millennium computer database and the cash register to collect fees.
2) Creates new patron records on Millennium and posts or responds to messages on patron accounts.
3) Checks materials that have been returned for good condition, completeness and other shelving requirements. Changes the status of materials on the Millennium computer database as needed.
4) Shelves books, magazines, and audio/visual materials that are returned to the Desk.
5) Assists patrons with locating library materials by using the catalog system and directing them to the appropriate shelves.
6) Assists with monitoring the use of the Children's Computer Lab.
7) Performs opening and closing procedures.
8) Informs patrons of Library policies and rules and enforces these.
9) Ensures that the appearance of the desk area and the shelving units are neat, clean and organized.
10) May assist with photocopying and preparing promotional materials and forms used by staff.
11) Assists in implementing and recommends to the Children's Library Coordinator ideas that will improve customer service.

If you are interested in this position please send a resume, cover letter, contact information for three professional references and a salary history to: oberrios@yorklibraries.org by July 12, 2013.

The York County Library System is an Equal Opportunity Employer (EOE). All employees are required to obtain a Child Abuse History Clearance and a Criminal Record Check.