



JOB DESCRIPTION

POSITION INFORMATION

Title:	Library Assistant	Supervisor:	Library Director
Location:	Martin Library	Classification:	Part-Time/Non-Exempt
Department:	MML Main Desk	Hours:	16-24 hours per week
Schedule:	Tuesday- Thursday 8:00am -12:00pm, Alternate Fridays 8:00am -1:00pm Alternate Saturdays 8:30am-5:30pm, Alternate Sundays 12:30 pm-5 pm		

GENERAL DESCRIPTION

Under direct supervision of the Main Desk Coordinator, the Library Assistant will provide assistance to a diverse population of library members in using library resource and services. The primary tasks involve shelving books and other library materials; keeping the shelves and library materials in order; and assisting patrons. The Library Shelving Assistant will also assist in the day-to-day functions of the Library – checking in/out materials, performing opening/closing duties, creating/updating member records, etc.

EDUCATION & EXPERIENCE REQUIREMENTS

Must have a high school degree (or equivalent). Computer experience is required. Customer service and Library experience is preferred.

GENERAL REQUIREMENTS

Candidate must have an excellent attention to detail and organizational skills. Candidate must also have excellent communications skills (i.e., the ability to listen, and communicate effectively). It is important that the candidate be reliable, a self-starter, able to work effectively in a team, and able to handle a variety of unsupervised tasks. It is very important the individual have good eyesight and able to read small print.

DUTIES AND RESPONSIBILITIES

- Performs duties related to checking in and checking out library materials. This includes using an item scanner, the ILS computer database
- Empty the outside book drop daily during work shift and check in materials
- Evaluate condition of returned materials, change status of items in the ILS, route items to collection specialist
- Sort materials by Department and Glade, then alphabetical and Dewey Decimal order. Shelf materials in all departments as needed
- Performs opening and closing procedures, including light cleaning. Ensures that the appearance of the desk area, the shelving units and the sitting areas are neat, clean and organized. This includes reading shelves and re-shelving out of order materials.
- Assists at main circulation desk, creates new member records in ILS, posts or responds to messages on member accounts and collects fees
- Assist with moving materials to new locations; shifting books to accommodate new items, and making sure collections meet shelving requirements.
- Assist with removing books from the collection per established weeding criteria.
- Ensure that in the archives carts are sorted and ready to be shelved, that items are shelved in a timely manner, and that work in progress is clearly identified
- Provides guidance to the shelving volunteers and assists them when needed.
- Assist/direct patrons in finding library materials.
- Inform members of Library policies and rules and enforces these.
- Other duties and special projects as assigned by the supervisor.

Main desk assistant- Shelving Focus 9/17 mce

ADDITIONAL INFORMATION

Required Clearances:

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
 - Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
 - Federal Criminal History Record
 - https://www.pa.cogentid.com/index_dpwNew.htm
 - Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>
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York County Library System supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications, please visit www.yorklibraries.org/apply to complete an employment application.
