



## JOB DESCRIPTION

### POSITION INFORMATION

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**Title:** Library Assistant  
**Location:** Martin Library  
**Department:** Children's  
**Schedule:** Mon. & Tue. 9:30 am - 1:00 pm; Wed. & Fri. 9:30 am – 1:30 pm; Sunday 12:30 – 5 pm

**Supervisor:** Children's Manager  
**Classification:** Part-Time/Non-Exempt  
**Hours:** 19.5 hours /week

### GENERAL DESCRIPTION

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The Library Assistant will provide assistance to a diverse population of patrons in using library resources. The Library Assistant will also assist in the day-to-day functions of the Children's Room – checking in/out materials, shelving books, opening/closing duties, creating/updating patron records, etc.

### EDUCATION & EXPERIENCE REQUIREMENTS

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Candidate must have a high school degree (or equivalent). Candidate must have experience working with children or teens. Experience providing customer service in an urban public library setting is preferred. PA Child Abuse Clearance, PA Criminal History Clearance, FBI fingerprint-based Criminal History Clearance, and Mandated Reporter Training Certificate are required.

### PHYSICAL REQUIREMENTS

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- 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.
- Must be able to push/pull carts weighing up to 120 pounds.
- Must be able to reach, lift, and stretch throughout the work day.
- Must be able to stand and/or walk up to four hours at a time.
- Must be able to sit for up to four hours at a time

### DUTIES AND RESPONSIBILITIES

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- Assists patrons with locating library materials by using the ILS system and directing them to appropriate location of materials.
- Assists in the organization and merchandising of the children's collections, including the staff and archive areas.
- Performs duties related to checking in, checking out, and shelving library materials.
- Performs opening and closing duties.
- Creates and updates patron records in the ILS, collects fees, and uses the cash register software to track all transactions.
- Assists with monitoring the use of the Children's Computer Lab.
- Informs customers of Library policies/rules and enforces these.
- Troubleshoots and reports hardware, software, and printer issues as necessary.
- Make recommendations for improvement of customer service.
- Provides additional duties and support as requested.

### ACKNOWLEDGEMENT

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I understand the description of this job and the essential function, as given here. I also understand all of the duties of this position are not described here and that I will perform those duties described here and other related duties as directed by my supervisor or management.

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Employee Name

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Employee Signature

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Date