



## JOB ANNOUNCEMENT

### POSITION INFORMATION

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<b>Title:</b>	Library Assistant	<b>Supervisor:</b>	Library Director
<b>Location:</b>	Martin Library	<b>Classification:</b>	Part-Time/Non-Exempt
<b>Department:</b>	Main Desk	<b>Hours:</b>	19.5 - 26.5 hours per week
<b>Schedule:</b>	Tuesday thru Thursday 2 - 7:00 PM , 1 <sup>st</sup> and 3 <sup>rd</sup> Saturdays 9:30 AM – 5 PM , Sundays 12:30 – 5 PM		

### GENERAL DESCRIPTION

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Under direct supervision of the library director, the Library Assistant will provide assistance to a diverse population of Patrons in using library resources. Assistance is given to Patrons in person, via phone, and via email. These resources include, but are not limited to: printed materials, digital media, online databases, internet searches, faxing, copying, and printing. The Library Assistant will also assist in the day-to-day functions of the Library – checking in/out materials, shelving books, opening/closing duties, creating/updating member records, etc.

### EDUCATION & EXPERIENCE REQUIREMENTS

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- Candidate must have a high school degree (or equivalent).
- Computer proficiency is required; as the candidate must be knowledgeable enough to answer general computer, email, and internet questions.
- Customer service and library experience preferred.
- Child Abuse clearance, Pennsylvania Criminal History Check, FBI Criminal Record Check and Mandated Reporter Training is required.

### DUTIES AND RESPONSIBILITIES

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- Performs duties related to checking in and checking out library materials. This includes using an item scanner, the ILS computer database and collecting fees.
- Creates new member records in the ILS and posts or responds to messages on member accounts.
- Checks materials that have been returned for good condition, completeness and other shelving requirements.
- Changes the status of materials in the ILS computer database.
- Shelves books and other materials that are returned to the library.
- Assists members locating materials in the library or at other libraries by using the ILS computer database, directing them to appropriate shelves, placing items on hold or requesting items via interlibrary loan.
- Assists members with the use of computer applications including the Internet and online databases.
- Makes referrals to Martin Library's Information Services as needed.
- Assist members with public computer use and printing from computer.
- 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.
- Re-shelves out of order materials and maintains appearance of shelving areas.
- Inform members of Library policies and rules and enforces these.
- Provides guidance to the circulation desk volunteers and assists them when needed.
- Other duties as requested by the library director.

#### ADDITIONAL INFORMATION

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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://uenroll.identogo.com/>
  - Mandated Reporter Training Certificate
    - <https://www.reportabusepa.pitt.edu>
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