

**BOROUGH OF HANOVER  
POSITION DESCRIPTION**

Title: Library Assistant

Department: Guthrie Memorial Library

Affiliation: Non-union

Effective Date:

**SUMMARY OF DUTIES**

Assists with desk responsibilities, customer service, technical service and other clerical duties.

**SUPERVISION RECEIVED**

The work is performed under the supervision of the Department Manager and the general supervision of the Library Director.

**SUPERVISION EXERCISED**

Works with volunteers in relation to their department needs.

**RECOMMENDED MINIMUM QUALIFICATIONS**

- Education: High School diploma or equivalent, plus six (6) hours of continuing education required every two (2) years of employment, to be documented and submitted to the Library Director per state requirements.
- Experience: Knowledge of public library services and materials.

**ESSENTIAL FUNCTIONS**

The essential functions below are intended to be representative of the responsibilities assumed, and tasks performed within this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Checks materials in and out, collects fines, shelves materials, answers telephones to provide information or transfer calls, deals with basic desk issues, and creates/renews library cards.
- Makes recommendations for acquisition and withdrawal of materials to their Department Manager.

- Assists in set up and cleanup of meetings, programs and events.
- Attends staff meetings, conferences and other meetings as necessary.
- Able to work in other departments of library.
- Help with programming as assigned.
- Provide technical service regarding library resources, including databases and equipment.

#### KNOWLEDGE, SKILLS AND ABILITY

- Excellent customer service and organizational skills.
- Ability to work effectively with the public, library staff and volunteers.
- Working knowledge of computers and Microsoft Office (Word, Outlook, PowerPoint, and Excel) products a must.
- Ability to communicate effectively, verbally and in writing.
- Working knowledge of a variety of office equipment.
- Must be flexible, reliable, a self-starter, able to work effectively in a team, and able to handle a variety of tasks.

#### PHYSICAL REQUIREMENTS

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 reach, lift and stretch throughout workday. Must be able to stand and/or walk for up to four (4) hours at a time. Must be able to carry files, documents and other library, and non-library, related materials. An offer of employment will be conditional on passing a pre-employment criminal background check, including child abuse screening and fingerprinting, and physical examination including drug screen.

*This job description does not constitute an employment agreement between employer and employee. And is subject to change by the employer as the needs of the employer and requirements of the job change.*