



## JOB ANNOUNCEMENT

### POSITION INFORMATION

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<b>Title:</b>	Library Assistant	<b>Supervisor:</b>	Library Director
<b>Location:</b>	Mason-Dixon Public Library	<b>Classification:</b>	Part-Time/Non-Exempt
<b>Department:</b>	Mason Dixon	<b>Hours:</b>	15-19.5 hours/week
<b>Schedule:</b>	Flexible schedule: Monday-Friday with some evenings. Sat. 9:30AM-2:00PM (Once a Month)		

### GENERAL DESCRIPTION

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Under direct supervision of the library director, the Library Assistant will provide assistance to a diverse population of library members in using library resource and services. Assistance is given to library members in person and via phone. These resources include, but are not limited to: printed materials, hold requests, Ill requests,, and audiovisual materials. 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. Customer service and Library experience preferred.

### DUTIES AND RESPONSIBILITIES

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- Greets members and the community as they enter the library and provides needed customer service.
- Performs duties related to checking in and checking out library materials. This includes using an item scanner, the ILS (Integrated Library System) 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.
- 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.
- Utilizes the POS (Point of Sale) system to track cash and credit card payments.
- Assists members with the use of computer applications including the Internet and online databases.
- Assist members with public computer use and printing from computer. Must be knowledgeable enough to answer general computer, email, and internet questions.
- 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, re-shelving out of order materials and merchandising shelving areas, and restocking displays.
- 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.

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#### ADDITIONAL INFORMATION

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