

Jemez Springs Public Library Assistant Job Description

2022

Job Summary

The library assistant helps keep the library running smoothly during daily operations. The assistant performs responsible and varied clerical work in circulation, interlibrary loan, materials processing and shelf maintenance. They assist patrons in finding information and using library services and facilities. Works varied schedule which may include weekdays, evenings, and weekend hours.

Reports to the Library Director.

Principle Responsibilities and Duties

- Helps establish and maintain a high customer service performance standard.
- Opens and closes the library. Turns on or off computers, lights, heating or air conditioning.
- Performs full range of circulation desk duties including issuing library cards, checking materials in and out, reserving books, issuing overdue notices, and answering the phone.
- Advises patrons about library materials and computers and oversees appropriate use of the facility.
- Helps patrons use library technology resources such as accessing the internet, using downloadable e books and audiobooks, databases, and computer applications on patron computers.
- Responds to requests for information from patrons in the library, through email and by phone or refers inquires to director.
- Assists in training and supervising volunteers.
- Processes and catalogs new books, audio books and videos including verifying book deliveries, checking invoices, labeling and covering materials and entering data into the library system catalog.
- Updates the library collection as directed by culling outdated, unused and damaged items, keeping shelves properly organized, selecting material and recommending purchases based on readers' interests and requests.
- Oversees Interlibrary Loan program including ordering, sending and receiving materials and maintaining monthly statistics.
- Plan, request purchase of materials for, and lead library programs for a variety of ages.
- Maintains inventory and orders supplies.
- Accepts book donations for the book barn and evaluates for library use.
- Creates informational brochures and flyers about library programs and services.
- Post flyers in physical and virtual locations as needed
- Creates draft bimonthly program listings for the local paper and edits as requested.

Additional Duties

- Assumes responsibility of daily library operations in absence of director.
- Has knowledge of upcoming adult and children programs, book sales and other events.
- Performs special duties as assigned.
- Attends workshops and conferences.

Knowledge, Skills and Abilities

- Demonstrates a working knowledge of library principles and practices.
- Ability to follow library procedures and policies as established by the Library Director and Library Board.
- Proficient in using computers, mobile devices, and integrated library systems and willingly learns new technologies.
- Experience using social media such as FaceBook and NextDoor.
- Works in a pleasant and effective manner with patrons, co-workers, and volunteers.
- Works independently and takes initiative to successfully complete duties.
- Enjoys reading and using other library materials, including e-books and other online services, and helping others of all ages enjoy library resources.
- Completion of High School and some Higher Education leading to a certificate or degree. Library experience may substitute for a portion of Higher Education.