

BELLEVILLE PUBLIC LIBRARY

JOB DESCRIPTION

Library Assistant

Typical Responsibilities of the Position

Under general supervision, is responsible for circulation and collection maintenance duties. Must be able to work collegially in a rapidly changing environment and apply principles of diversity, equity, and inclusion to foster an environment that is accessible and welcoming.

Duties

1. Performs circulation desk duties, such as using library software to check in and out library materials, register new patrons, and collect fines/fees.
2. Assists with weeding process and preparation of withdrawing materials.
3. Maintains detailed, current knowledge of BiblioNation library software.
4. Greets and assists patrons in locating and use of library materials and other services.
5. Shelves materials and pulls materials for shipment to other libraries.
6. Assists patrons with computer use and troubleshoots basic computer and office equipment problems.
7. Receives and resolves patron problems or refers public to director.
8. Makes recommendations for collection development based on requests from patrons or from knowledge of gaps in the collection.
9. Answers directional and informational questions from the public in person or on the phone.
10. Provides readers' advisory services to patrons.
11. Maintains library public areas in a clean and orderly fashion by maintaining orderly shelves, displays, light cleaning, and/or organizing tasks.
12. Participates in staff meetings to discuss and resolve problems, discuss ideas for improvement, and keep updated on library plans and activities.
13. Attends continuing education classes and webinars that are relevant for position.
14. Performs other related duties as required.

Knowledge and Abilities

1. Ability to work with tact, courtesy, and a friendly attitude.
2. Ability to access, retrieve, and input information into a variety of computer systems, including e-mail, Internet, Microsoft Office, and specialized library software.
3. Ability to understand and perform routine library procedures.
4. Ability to sort effectively in alphabetical or numeric order and understand the Dewey Decimal System.
5. Ability to communicate effectively in English with staff and patrons in person, on the phone, and in writing.

6. Ability to operate computers and other office equipment, and to troubleshoot minor problems.
7. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
8. Ability to follow detailed written and oral instructions.
9. Ability to keep clear and organized records.
10. Ability to understand and follow patron confidentiality policy.
11. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public and library staff.

Physical Demands

1. Sitting or standing for prolonged periods.
2. Frequent walking; occasional balancing, bending, twisting, and stooping.
3. Handling, processing, picking up and shelving materials, including kneeling to reach bottom floor-level shelf and reaching overhead to shelve books weighing up to three pounds.
4. Occasional lengthy periods at a computer terminal.
5. Speaking and hearing; ability to use the telephone.
6. Far vision at 20 feet or further; near vision at 20 inches or less.
7. Lifting and carrying up to 20 pounds.
8. Pushing and pulling objects up to 60-80 pounds on a cart.
9. Mobility to travel to training and meetings outside of the library.

Mental Requirements

1. Communication skills – effectively communicate ideas and information in written, oral, and visual forms.
2. Reading skills – effectively read and understand information contained in memoranda, reports, and bulletins.
3. Work skills – ability to comprehend and follow directions effectively from supervisor in both written and oral form.
4. Time management skills – able to set priorities in order to meet assignment deadlines.

Environmental/Working Conditions

1. Non-hazardous inside work environment.
2. Work is performed mainly while seated at a desk or while standing for extended periods of time.
3. Physical exertion may be required to lift office supplies and library materials from overhead or from the floor.
4. Interruptions can be frequent. However, work is mostly performed in a relatively quiet library environment.

Equipment Used

1. Computers, printers, scanner, receipt printer, barcode scanner, copy machine, multi-line phone system, calculator, fax machine, and vacuum cleaner.

Education and Experience

1. Must be 18 or older.
2. High School diploma and a minimum of one year of responsible work experience required. Two or more years of college preferred.
3. Strong customer service, written language skills, problem-solving and computer skills.
4. Library experience is preferred.
5. Valid driver's license with a good driving record.

Hours

1. 15-20 hours per week.
2. One evening per week and one Saturday per month is required.
3. Weekly schedule may vary to fill in for staff vacations, trainings, special events, etc.

Probation

1. Newly hired employees will be expected to satisfactorily complete a probationary period before attaining permanent status.
2. As a rule, probationary periods will be six months in length but may be extended if recommended by the Library Director and approved by the Library Board.
3. Probation allows time to validate the library's choice of an individual to fill a position; probation should be viewed as the last stage in the selection process, rather than the first stage of employment.
4. Probationary employees can be discharged any time before completing probation. The library is not required to show cause in discharging a probationary employee, nor is the employee entitled to appeal the action.

Adopted: April 19, 2001

Revised: January 5, 2012

Revised and adopted: October 13, 2014

Revised and adopted: May 2025