

Town of Burlington Job Description

Date: January 2019

Position: Junior Library Assistant, Part time 7 hours

Department: Burlington Public Library

FLSA: Non-exempt

Reports To: Assistant Library Director/ Library Director

Supervises: No supervisory responsibility

SUMMARY OF RESPONSIBILITY:

The Junior Library Assistant will maintain the availability of library materials by shelving books and other materials, read shelves for accuracy and organize materials into proper sequence, and processing new materials. Additionally, they will assist patrons at the Circulation Desk by checking out and checking in materials, help locate library items and refer patrons to others for appropriate assistance.

Essential Functions:

- Empty library book drop as needed.
- Process new library materials and keep track of processing items.
- Develop a working knowledge about the organization and care of library materials, services and programs.
- Be able to project a positive and pleasant attitude to the public; cooperate and maintain an effective relationship with other staff members as part of a team.

Other Functions:

- Assists staff during special programs and events as needed.
- Performs related duties as required.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

QUALIFICATIONS AND COMPETENCIES:

- Ability to communicate effectively orally, in writing and by listening with the ability to understand and follow oral and written instructions.
- Need to be aware of the purposes and functions of the public library.
- Have the ability to learn routine library procedures, Dewey Decimal system and other library filing systems.
- Solid working knowledge of all MS Office suite software.
- Ability to provide welcoming and effective customer service.

Mental and physical requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform continuous bending, twisting, stooping, reaching and lifting of moderate to heavy weight material up to 25 lbs. and have the ability to push book trucks with up to 150 lbs. of materials.
- Must be able to walk, sit and stand for extended periods during the shift.
- Is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to keep his/her composure with the public and co-workers

Hours of Work: Approximately 7 hours per week; from September-June, Saturdays from 10 AM – 5 PM. During July and August hours are as needed. \$10.61 per hour. Must be 16 years or older.

Updated 1/2019