

**Burlington (CT) Public Library**  
**LIBRARY ASSISTANT**  
**Job Description**

**GENERAL STATEMENT OF DUTIES:** The Library Assistant performs many support activities involved in operating a library by assisting the professional librarians following established rules and procedures and policies. Library Assistants generally work in both technical and user services. User services work is directly with the public to help them find the information needed. Technical services is preparing material for use and dealing less frequently with the public. An employee in this class shall perform routine general library work and may acquire proficiency in only one of the general specialized areas of library work. Library Assistants may work on special projects.

**Supervision Received:** Works under the supervision of the Library Director

**Supervision Exercised:** None

**Hours of Work:** 12 hours per week, part-time, no benefits

**ESSENTIAL JOB FUNCTIONS**

Participates in all the work at the circulation desk such as checking out materials and discharging returning materials, handling fines and overdue payments, placing materials on hold, helping patrons with computer use; operates equipment, answers telephone, etc; orients patrons to the library by informing them of services available and the location of material, helping patrons with and explaining use of the Public Access catalog, etc. General office duties, bookkeeping, and knowledge of Microsoft excel. Work on social media, such as Pinterest, Instagram and Facebook.

**OTHER JOB FUNCTIONS**

Provides reference services for patrons, assists in locating reference sources and instructs in their use; provides reader's advisory for patrons, may assist in the promoting of programs for patrons; helps maintain the collection by recommending what materials may need to be mended or discarded; shelving materials and reading shelves to keep library materials in order; helps with general clerical and other office duties as directed, performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITY**

Must have the ability to communicate effectively orally, in writing and by listening with the ability to understand and follow oral and written instructions without constant supervision.

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.

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.

Must have, and continue to develop, a working knowledge of the library collection and its organization.

Knowledge of computers and Microsoft office (Word, PowerPoint, Excel, and Publisher).

Knowledge of computerized circulation system, ability to assist public in using personal computers and products on local area network and library WiFi.

### **PERSONAL ATTRIBUTES**

Ability to deal with associates and the public in a courteous manner; ability to make decisions of other than a routine nature in order to meet controlling conditions; neat personal appearance; emotionally stable; pleasing manner.

### **MINIMUM EDUCATION AND/OR EXPERIENCE**

Holds a Bachelor; or four years of related experience and/or training; or equivalent combination of education and experience.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Routinely required to write, talk or hear, including oral communication via normal telephone connections and well as in person.

The employee must routinely lift and /or move items up to 10 pounds, occasionally lift and/or move up to 25 pounds and have the ability to push book trucks with up to 150 pounds of materials. It is essential to be able to stand at the circulation desk for long periods of time. Have the ability to operate a keyboard. Able to safely climb or balance, stoop, kneel, crouch, and reach high & low shelves.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.*

*Revised 09/06/2017*