

# LIBRARIAN'S ASSISTANT JOB DESCRIPTION

## JOB TITLE: Librarian's Assistant

### SUPERVISED BY:

- The Library Director, as well as the Library Board, will supervise the Librarian's Assistant

### OVERVIEW OF JOB:

- The Librarian's Assistant is responsible for carrying out the policies of the Library Board, general library operations and service to the public.
- The Librarian's Assistant is responsible for creating and managing the children's department.
- The Librarian's Assistant shall be defacto library manager in the absence of the Library Director.

### ESSENTIAL DUTIES:

- The Librarian's Assistant is expected to attend professional meetings and workshops. When the workshop is held during the hours the Library is open, the Library Assistant will be expected to attend without additional compensation from the board. In all cases, mileage will be reimbursed at the current mileage rate.
- The library will pay for a substitute Librarian's Assistant.
- The Librarian's Assistant will aid in selecting and discarding library materials, and aid in processing materials after being checked in.
- The Librarian's Assistant shall aid in the maintenance and repair of the physical facility, as well as aid in creating displays, etc.
- The Librarian's Assistant will assist in maintaining circulation records and sending overdue notices.
- The Librarian's Assistant will help maintain and improve the children's collection, as well as plan and execute all children's activities.

### QUALIFICATIONS:

- The Librarian's Assistant must have a High School Diploma.
- The Librarian's Assistant shall possess a general knowledge of public library service, an ability to learn, to work well with people, and to take directions and constructive criticism, and improve on the job.
- The Librarian's Assistant shall have some knowledge of computers and be competent in using them.
- The Librarian's Assistant must possess resourcefulness, a sense of humor, well-groomed appearance, willingness to please, and a good rapport with children and adults.
- The Librarian's Assistant must be able to perform the duties of this job with or without reasonable accommodations.

