

**SPRING TOWNSHIP LIBRARY
LIBRARY ASSISTANT – JOB DESCRIPTION**

REQUIREMENTS

- High school diploma or GED reinforced by a minimum of one year-experience in customer service.
- Strong commitment to customer service. Enthusiastic, extroverted demeanor with the ability to build relations with patrons of all ages.
- Must be able to work independently as well as with library staff.
- Strong interest in reading and library services.
- Must have excellent communication skills.
- Must be able to access, retrieve, enter and update information using a computer.
- Provide Act 34 Criminal Record Check, Act 151 Child Abuse History and FBI Clearances.

DUTIES

- Charges and discharge library materials, issue library cards, and collect fines/fees.
- Assists in maintaining the operation of automated circulation system.
- Responds to patron requests both in person and over telephone in a timely manner.
- Answers patron questions regarding library circulation policies and procedures.
- Greets and direct patrons in the library.
- Identifies overdue and damaged materials; search selves for overdue, missing and/or lost materials.
- Pulls and sends out Hold List materials.
- Notifies patrons of holds and overdues.
- Assists in collection maintenance.
- Recommends to Librarian selection of materials based on patron input and needs.
- Provides reference assistance to patrons.
- Trains and assists the public in the use of electronic and print resources.
- Retrieves, separates and checks in materials deposited in book drops.
- Attends workshops and seminars as appropriate.
- Assists in volunteer training.
- Recommends to Librarian ideas for upcoming programs
- Performs other duties as instructed or assigned by Library Director.

SUPERVISED BY: Library Director

HOURS: Part time, at the discretion of the Library Director; in addition to daylight hours, various evening and weekend hours may be required.

SALARY: Based on current staff salary chart as determined by Spring Library Board of Directors.

SPECIAL WORKING CONDITIONS: Duties are performed indoors in office environment. Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, or crouching, Weights up to 50 pounds may be encountered. Vision requirements include close vision and ability to adjust focus.