

# **Walnut Public Library**

## **Job Description-Library Assistant**

### **Purpose of Job**

Primary function of this position is to perform various clerical work in issuing and receiving library books and periodicals, assists patrons in the use of library services and facilities. This position will involve substantial contact with patrons, so excellent communication skills are necessary.

### **Working Relationships**

Receives general supervision from Library Director.

### **Primary Responsibilities**

1. Receives written or oral instructions from supervisor.
2. Greets visitors to the library.
3. Organizes work according to established procedures.
4. Performs routine library services such as receiving and loaning books, returning books to shelves, and following up on overdue books and materials.
5. Responds to general information requests made in person or by telephone.
6. Processes returned material and checks for damage. Makes minor repairs to books and materials as needed.
7. Reserves books and materials for patrons.
8. Processes interlibrary loan requests for borrowing and lending of materials.
9. Assists persons in applying for library cards. Reviews checkout policies with new patrons.
10. Operates computer for Library Management Software, and State Library website for Interlibrary Loan requests. Operates copier and other office equipment.
11. Schedules meeting room for use by community groups and distributes and collects keys for meeting room.

### **Additional Duties**

Assists in displays and decorating of the library. Helps plan and implement programming for all age levels. Maintains a clean and presentable library facility. Makes sure sidewalks are clear of snow and ice and kept clean.

### **Minimum Qualification Requirements**

Applicants must be at least 18 years old. Must have a high school diploma or its equivalent.

### **Hours and Pay**

This is a part-time position. This position may require opening, closing, and weekend shifts, with occasional off-hours programming needs as well. Starting wage is \$10.00 per hour. The position receives IPERS benefits.