

JOB TITLE: LIBRARY ASSISTANT
PAY GRADE: 1 (entry level \$12.50 per hour)
POSITION TYPE: Para-professional
STATUS: Non-exempt (paid by the hour, 20 hours per week)
REPORTS TO: Branch Manager
LOCATION: Glenwood Springs, CO

DUTIES: A Library Assistant is an entry-level position focused on customer service to the public, circulation, shelving and general assistance duties, and provides assistance in all areas of public library services. A Library Assistant is expected to acknowledge, accept and enforce the Garfield County Public Library District's Code of Conduct, respect library confidentiality laws, and understand the District's mission, vision and values.

EXAMPLES OF WORK PERFORMED:

- Staffs the circulation/information desk, performs all related tasks
- Uses a computer for transactions involving patrons and materials including:
 - Searching the Internet and library databases for information
 - Entering new patron records
 - Collecting fines, fees, and other charges
 - Searching for available items and placing holds
 - Checking materials out to patrons and teaching them self-check
 - Uses email as a communication tool
 - Understands basic computer functions and programs
- Answers circulation, directional, and other questions in person, by phone, or email
- Promotes the libraries programs and services to the public
- Assists in opening and closing procedures of the library
- Empties book drop, assists in checking in and accurately shelves library materials
- Monitors patron activities in the library and handles problems as they occur
- Assists with courier process and patron holds
- Performs housekeeping duties when needed
- May assist with programs and other service areas
- Other duties as assigned

The duties listed are not meant to be all-inclusive, but are merely intended to be illustrative of the nature of the work to be performed by a person in this position.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to accomplish the core competencies for Library Assistant
- Provides exceptional customer service, enjoys helping others
- Values others and their contributions, helps others meet goals
- Curious, inquisitive and open to learning
- Adaptable, flexible and open to new ideas
- Takes initiative in tackling problems and can work independently
- Interested in books, media, technology and reading
- Assumes responsibility for actions

ESSENTIAL FUNCTIONS:

- Communicates in English with staff and patrons (write, read, comprehend, and speak)
- Excellent computer skills including MS Office, Internet, and email
- Arrives at scheduled time and ready to work
- Lifts up to 30 pounds
- Pushes and/or pulls carts loaded with over 80 pounds of library materials
- Grasps book up to 10 pounds and place on shelf above the head, below the knees, or anywhere in between
- Engages in repetitive hand movements
- Ability to sit at a desk for extended periods of time
- Tolerates dust, mold, etc. that may have accumulated on books
- Capable of keyboarding and working with computers
- Engages in bending, stooping, kneeling, sitting, walking, standing for long periods, twisting, climbing, and any other necessary movements of shelving library materials and customer service
- Ability to attend meetings and conferences as assigned both in district and out of the district
- Ability to work in an environment with florescent lights

ENVIRONMENTAL/WORKING CONDITIONS:

- Inside work environment
- Requires face to face interaction with other staff and the public on a daily basis
- Flexible work schedule including evening and weekend hours. Must be able to work any hours the library is open

EQUIPMENT USED:

- Book carts (for transporting materials to proper areas for shelving), computers, tablets and most business/library machines and equipment necessary to perform tasks

EDUCATION AND EXPERIENCE:

- High school diploma or GED required
- One year of computer-related experience or coursework is required
- One year of customer service or general office experience is preferred
- Library experience preferred
- Ability to speak, read, and write in Spanish is desirable

All employees acknowledge and accept GCPLD's Code of Conduct, respect the State of Colorado's confidentiality laws, and support our mission. Garfield County Public Library District is an equal opportunity employer.