# Job Summary:

The Assistant Librarian will assist the Librarian and others with the daily tasks of the library.

# *Supervisory Responsibilities:*

* None.

## Duties/Responsibilities:

* Assists with daily tasks of the library such as issuing new library cards, checking out library materials, receiving returns, collecting late charges, and determining outstanding materials.
* Returns, or oversees and trains volunteers to return, books and materials to stacks.
* Locates books or other reference materials to assist patrons; refers requests requiring professional assistance to reference librarian.
* Explains computer systems, card files, and other reference sources and how to use such systems to patrons.
* Prepares purchase requests, orders supplies, and, upon delivery, processes and distributes supplies and materials throughout the library.
* Completes routine descriptive cataloging.
* Examines books for damage; repairs or facilitates repairs when needed.
* Assists in preparing exhibits, seasonal displays, and bulletin boards throughout the library.
* Performs other related duties as assigned.

## Required Skills/Abilities:

* Excellent verbal and written communication skills.
* Proficient in Microsoft Office Suite or related software.
* Working knowledge of Dewey decimal system.
* Working knowledge of office equipment and accurate keyboarding skills necessary to manage clerical and cataloging duties.
* Ability to remain professional and courteous while interacting with library patrons.

## Education and Experience:

* High school diploma or equivalent required.
* At least two years of relevant library experience or training.

## Physical Requirements:

* Prolonged periods sitting at a desk and working on a computer.
* Must be able to lift up to 15 pounds at times.
* Must be able to climb ladders or stepstools, push and pull book carts, and lift and carry books.
* Must be able to read and discern computer screens and book labels.