**Library Assistant**

Starting Pay: $12/hour

15-20 hours per week

**General Summary:**

Under the supervision and direction of the Technical Services, Adult Services and Youth Services Coordinators, performs a variety of library duties, providing direct service to patrons including locating and checking out materials. Availability to work a flexible schedule, including evenings and Saturdays.

**Essential Functions:**

1. Assists library patrons by locating and reserving books and materials owned by the library and VLC libraries.

2. Instructs and/or assists library patrons on the use of reference sources, digital resources, computers, Internet, copy machine, faxes, and efficient use of other library services.

3. Checks materials in and out to patrons, registers patrons, collects fees and verifies information.

4. Ability to answer patron questions on the phone or at the desk.

5. Assists Department Coordinators in training new Assistants and Pages.

6. Maintains responsibility for properly handling any funds given in payment or contribution to the library. Maintains records as required including library usage.

7. Assists in planning and preparing bulletin boards and displays.

8. May assist with maintaining the library in a clean, orderly and safe condition.

9. Shelving materials, including shifting and straightening correctly, and “read” shelves to maintain the integrity of collections.

10. Assists Adult and Youth Services Coordinators with programming and promotions.

11. Assists with donated materials.

12. Assists in the process new materials.

13. Performs other duties as assigned.

**Employment Qualifications:**

Education: High School Diploma or equivalent required.

Experience: Basic computer skills required; proficiency in MacOS and Windows environment and applications desired. One year experience in libraries or a customer service field preferred.

 Requirements: Ability to work flexible shifts including days, evenings, and Saturdays.

 Enforces library policies using a polite and professional manner.

 Maintains confidentiality of library records and patron information.

Physical Requirements:

* Ability to stand for long periods of time to assist patrons.
* Ability to stoop, bend, kneel and reach.
* Ability to lift and carry books and other materials weighing up to 25lbs., and push carts.
* Ability to sit for long periods of time.
* Manual dexterity and visual acuity sufficient to grab, hold, and shelve materials and read small print on labels.

*The Almont District Library is an equal opportunity employer. All employment is decided based on qualifications and business needs. Reasonable accommodations may be made for individuals with disabilities to perform essential functions.*

*The qualifications listed above are intended to present the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description, and should only be viewed as general guidelines.*

*The job description is not a contract between the library and employee, and is not an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas. The Library reserves the right to revise this job description at its discretion.*