

Limerick Public Library – Job Description

Job Title: Library Assistant

Reports to: Library Director
Approved By: Board of Trustees

Date: January 30, 2023

Job Summary

A person in this library position performs technical and other work such as cataloging new acquisitions, the maintenance and use of the library collection and assisting patrons in their search for materials and information. Computer dependent cataloging is used. This person will be familiar with and perform the duties of the main circulation desk. The Library Assistant works under the supervision of the Library Director and periodically the Librarian.

Essential Job Functions

- Assists patrons in learning how to use the library's search tools. These include library computers, computer based media and the web-based card catalog.
- Locates desired materials in local and other accessible collections and answers patron's questions.
- Ability and authority to perform essential library services, including opening and closing.
- Updates the library collection by cataloging and entering assigned categories of materials on all relevant library catalog systems.
- Performs circulation desk duties including answering the phone, issuing library cards, checking collection materials in and out, collecting fines and handling complaints.
- Assists with library programs.
- Repairs and cleans damaged books and media.
- Assists in keeping the collection inventory properly organized.
- Performs other tasks which assist in the use and proper care of the library and its resources.
- Other duties as may be assigned.

Knowledge, Skill and Ability

- Is able to work with a minimum of supervision individually as well as with others and regularly takes personal initiative to execute work responsibilities.
- Have good customer service and public relations skills. Works in a pleasant and effective manner with patrons and co-workers.
- Has a working knowledge of computers, automated search methods and effectively uses the various information access methods.
- Demonstrates a working knowledge of library practices.
- Successfully completes on the job training in cataloging and basic reference.