

## Samuels Public Library Job Description

**Position Title:** Library Assistant – Reference

**Reports to:** Reference Librarian

**Fair Labor Standards Act:** Part time March 2021

### **Position Summary:**

The Library Assistant for Reference provides reference and reader's advisory services; oversees usage of public access computers, assists with interlibrary loans, responsible for creating flyers, press releases and social media posts to advertise adult library programs and services. Participates in adult collection development, and assists with the cataloging of library materials. Assists patrons with computers and software and other technology as needed, along with creating adult programs and new services. This work is performed under the general supervision of the Adult Reference Supervisor.

### **Major Position Responsibilities:**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Provides reference services
- Provides reader's advisory services
- Oversees usage of public access computers
- Instructs the public in the use of the library catalog, Internet and other technologies and all library resources
- Plans and coordinates adult day and evening programs
- Responsible for creating flyers, press releases and social media posts to advertise adult library programs and services.
- Participates in the evaluation and selection of materials for purchase in the adult collections
- Assists with weeding in the adult collections
- Assists with Interlibrary Loans
- Assists with the cataloging of library materials
- Instructs the public in the use of the library catalog, Internet and other technologies and all library resources
- Other duties as assigned

### **Knowledge, Skills, and Abilities:**

- Excellent communication skills

- Considerable knowledge of books and authors, periodicals, reference media
- Good Internet/on-line searching skills
- Office Software skills
- Ability to establish and maintain good working relationships with library patrons and staff

**Education and Experience:**

- Requires education or experience equivalent to high school diploma or GED
- Bachelor's degree preferred
- Previous library experience a plus
- Cataloging experience a plus
- Programming a plus
- Customer service a plus

**Physical Requirements of the Position:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force to move objects; work requires fingering and repetitive motion, vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**Special Requirements:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.