

LIBRARY ASSISTANT JOB DESCRIPTION

The Marion County Library is hiring! We are looking for someone who loves the library, greets people with a smile, and knows their ABC's. If you feel you are a prime candidate, fill out an application ASAP! The Library Assistant reports to the Library Director.

A. Job Duties

- a. Checks in and out library materials
- b. Collects fines using our Integrated Library System (ILS) and our cash register
- c. Shelves library materials according to Dewey Decimal, alphabetical, and spine labels
- d. Inspects incoming & outgoing library materials for damages and lost pieces
- e. Performs routine library computer functions and searches:
 - i. Gmail/Drive/Calendar
 - ii. IMDB
 - iii. Social Media
 1. Facebook
 2. Instagram
 3. GoodReads
 4. Discord
 - iv. Marion County Library
 1. Catalog
 2. Website
- f. Provides face-to-face and phone reference
- g. Operates office equipment
 - i. DVD cleaner
 - ii. Copier/Scanner
 - iii. Desk Phones/Voicemail
 - iv. Computer
- h. Performs routine book maintenance and processing
- i. Assists patrons with readers advisory
- j. Hosts library programs
- k. Performs other related work as needed

B. Knowledge, Skills, Abilities, Characteristics, and Qualifications

- a. Must have excellent customer service skills
- b. Must have excellent technology/computer/troubleshooting skills
- c. Able to speak, read, and write in English
- d. Moderate to excellent typing skills and the ability to perform data entry
- e. Able to understand and follow written and oral instructions
- f. Some knowledge of libraries and library materials required
- g. Strong ability to pay attention to detail
- h. Excellent time management skills
- i. Ability to establish and maintain effective working relationships with superiors, co-workers, and the general public
- j. Must have a high school diploma or equivalent
- k. Must be at least 18 years old