

Montgomery County-Norristown Public Library
Job Description

Title: Library Assistant	Classification: Support Staff II
Primary Work Location: Red Hill, PA	Department: Upper Perkiomen Valley Library
Supervisor: Branch Manager	Number of Employees Directly Supervised: 0
Status: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary	Fair Labor Standards Act Status: Non-Exempt
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours: <u>37</u> hours/week (Days, Evenings, Weekends)

Statement of Responsibilities:

The Library Assistant is responsible for providing outstanding public library service to patrons. Supports activities of the Library by staffing the public service desk, performing clerical tasks, coordinating projects, and developing and delivering programming. Act as substitute staff at the main library, bookmobiles, and branches, as needed. Must be self-motivated and have a positive attitude towards customer service. Must possess personal integrity, a strong work ethic, and the ability to work individually or on a team.

Organizational Relationships:

Maintain positive working relationships with other Montgomery County-Norristown Public Library departments and branches. Represent the branch to external agencies, including but not limited to: service providers, schools, nonprofits, consortiums, district libraries, local municipalities, and county government.

General Responsibilities and Examples of Work: (* indicates essential requirement) *General:*

- Carries out job functions without posing a health or safety threat to self or others.

Public Service Responsibilities:

- * Opens/closes the library.
- * Registers patrons for library cards.
- * Places patrons' hold requests.
- * Circulate library materials.
- * Collects fines and fees.
- * Advises patrons on the selection of library materials.
- * Answers patron reference questions and/or refers them to appropriate resources.
- * Answers patron account, policy, and technology questions
- * Performs various library clerical functions
- * Markets library services and programs.
- * Coordinates the work of volunteers.
- * Represents the library at municipal community days and other library outreach events.

Back Office Responsibilities

- * Helps coordinate and publish the event calendar, newsletters, and social media posts.
- * Ensures library collection is correctly shelved.
- * Assists Manager with the acquisition and weeding of library materials.
- * Finds, processes, and ships item hold requests.

Project and Program Responsibilities:

- * Develop and deliver library programming.
- * Coordinate special projects, as assigned.
- Perform other duties as required.

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Qualifications for Employment:

- Must have completed at least one academic year of post-secondary school education or possess at least 5-7 years of previous Library or customer service work experience.
- Excellent spoken and written communication skills.
- Strong organizational, communication, and interpersonal skills.
- Ability to deal effectively and pleasantly with the public.
- Excellent computer literacy.
- Working knowledge of Microsoft Office applications is preferred.
- Working knowledge of integrated library systems and the Dewey Decimal classification system preferred.
- A valid PA driver's license and the ability to substitute at the library's other locations are required.

Additional Eligibility Requirement;

- Employment is contingent upon the submission of the following: PA State Police Criminal History, PA Child Abuse History Clearance, FBI Criminal Background Check, and PA State Mandated Reporter Training within 30 days from the date of hire and resubmission 60 months thereafter.

Physical Demands or Requirements: (* indicates essential requirement)

Strength/movement requirements

- *Able to lift or move 30 pounds
- *Able to adjust to floor and/or overhead level
- *Able to remain in a stationary position and/or traverse for 2 hours at a time

Manual/physical dexterity requirements

- *Able to manipulate the keyboard of a computer, typewriter, or other office equipment
- *Able to manipulate a mouse, pointing device, or other input device
- *Able to manipulate data cables, cords, connections, or similar power and data devices
- *Able to manipulate pages of books, insert and remove disks, and manipulate library materials

Communication requirements

- *Able to use telecommunication devices to communicate with staff and the public
- *Able to observe, understand, and create written material

Additional Eligibility Requirements

- Employment is contingent upon the submission of the following: PA State Police Criminal History, PA Child Abuse History Clearance, FBI Criminal Background Check, and PA State Mandated Reporter Training within 30 days from the date of hire and resubmission 60 months thereafter.
- Complete at least 6 hours of continuing education every two years as required by Act 37 of 1999 (Title 24PA, C.S.A §9335 (b)(4)).

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice. All employees must be able to perform the essential functions of this position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent of undue hardship.

Print Name: _____

Employee Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____