

## **Chelsea District Library Position Description**

**Title:** Library Assistant  
**Reports to:** Head of Circulation  
**Hours:** Varied; includes days, evenings and weekends.  
**Classification:** Grade 1, part-time, hourly, non-exempt  
**Wage Range:** \$12.54 - \$16.30 per hour

### **Purpose and Scope:**

Under the supervision of the Head of Circulation, performs general clerical and routine library duties using a computerized system; assists with scheduling, banking, and reporting; provides customer service to all ages; and performs other duties as assigned.

### **Essential Duties and Responsibilities:**

1. Serves the public at the circulation desk, including but not limited to, circulation of library materials, collecting fines, issuing library cards using the library's online computer system, data entry, and general clerical duties.
2. Assists patrons with circulation questions and problems involving interpretation of the library's circulation policies and procedures, in person and on the telephone.
3. May handle daily cash receipts and make deposits when the circulation supervisor is not available.
4. Assists with processing of monthly circulation reports, damaged material mending, material processing and linking.
5. Assists with scheduling issues when circulation supervisor is not available.
6. Assists in training of new personnel.
7. Substitutes for other staff who are ill or on vacation.
8. Attends and participates in staff meetings and work groups.
9. Other duties as assigned.

### **Essential Physical Requirements:**

1. Ability to give/follow written and oral instructions and procedures.
2. Ability to reach (laterally and overhead), bend, twist, squat, kneel, push and pull.
3. Ability to lift/carry up to 20 lbs.
4. Ability to perform repetitive movements including simple grasping, pushing, pulling and fine manipulation.
5. Ability to sit, stand and walk for extended periods of time.

### **Experience/Education Required:**

1. High school diploma or GED.
2. Ability to alphabetize, to put numbers in order, and to read and comprehend both written and oral instructions and to respond appropriately.
3. Basic clerical and computer skills, including Windows environment.
4. Ability to count money and give accurate change.
5. Ability to maintain a positive public service attitude; approachable, helpful, non-judgmental.
6. Excellent communication and interpersonal skills; proven ability to work effectively with public and co-workers.
7. Ability to assume responsibility and work without direct supervision.
8. Ability to multi-task with strong attention to detail.
9. Dependable and reliable work habits.

### **Qualifications and Experience Preferred:**

1. Previous work experience at a library or other public service organization.

Chelsea District Library is committed to equal treatment and opportunity in all aspects of recruitment, selection, and employment without regard to gender, race, religion, national origin, ethnicity, disability, gender identity/expression, sexual orientation, veteran or military status, or any other category protected under the law. Chelsea District Library is an equal opportunity employer; committed to a community of inclusion and an environment free from discrimination, harassment, and retaliation.