

Van Horn Public Library

115 3rd St SE, Pine Island, MN 55963
Phone: 507-356-8558 email: mkhansen@selco.info

POSITION: Library Assistant
REPORTS TO: Library Director or Children's Librarian

SUMMARY

Provides services and information to the public enabling them to locate and utilize library materials and equipment.

ESSENTIAL FUNCTIONS OF THE POSITION

Performs circulation desk activities, including checking materials in and out; renewing materials; assessing fees for damaged materials; collecting overdue fines; and placing requests.

Assists patrons in identifying and locating requested information and resources; helps patrons in the use of the library including computer searches and reference help.

Answers reference questions; records and refers questions which need further work by librarians.

Processes interlibrary loan requests.

Issues new and replacement library cards and enters new patron information into regional computer system.

Maintains books, magazines, newspapers and other materials in a neat and orderly manner.

Withdraws outdated materials as needed or directed.

Collects money for fines, copies, damaged books, and fees

Provides assistance to library patrons on operation of copy machines and performs minor maintenance on machine.

May open or close the library building (Key Holder).

Answers telephone calls.

Attends SELCO workshops as directed.

May assist in planning and implementing story hours and the summer reading program.

May match newly received materials to bibliographic records to create item records in the database.

May enter new periodicals in the regional computer system.

May process newly catalogued materials for shelving, applying identifying stamp, protective covers, etc.

Performs other duties as apparent or assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent required. 2 year college degree preferred, or related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret a wide variety of documents including operating and maintenance instructions, and procedure manuals. Ability to prepare routine reports and correspondence. Ability to communicate effectively with the public, supervisors and employees of the library.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide. Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to calculate fines and fees, to count money and make change.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of library reference and resources.

Knowledge of computer hardware and software programs.

Knowledge of Dewey Decimal System.

Knowledge of SELCO region interlibrary loan policies and procedures.

Ability to operate library equipment

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to walk; sit; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.