

**CITY OF MARION
MARION LIBRARY
Job Description**

I. TITLE: Library Assistant

II. PAY CLASSIFICATION: Non Exempt

III. REPORTS TO: Adult Services Coordinator and Library Director

IV. NATURE OF WORK:

The position of FT Library Assistant (FTLA), for the Library, is a non-union position, for the City of Marion. The FTLA shall be hired by the Director. He or she shall receive compensation and benefits as the Mayor and the City Council shall fix, from time to time. The FTLA shall be responsible for assisting with the operation of the three library circulation desks. The FTLA must maintain a positive, helpful attitude and a neat appearance. The ability to work with patrons of all ages, races and socio-economic statuses is essential. The ability to organize one's work, set priorities, and work without constant supervision is essential. The FTLA must be able to perform all duties related to the circulation desks and successfully complete assignments given by supervisors. Following and enforcing the policies and procedures of the library is required of all employees. The FTLA should be alert to issues regarding the safety and security of the patrons, staff and building. FTLA shall report directly to the Adult Services Coordinator, who shall determine work assignments.

V. ESSENTIAL JOB FUNCTIONS:

- Checking in and checking out books and other materials.
- Answering reference questions from patrons, in person or on the phone.
- Issuing library cards and determining patron eligibility for a card.
- Answering the phone in a pleasant manner.
- Mastering the use of all formats of library resources, including electronic databases, the Internet and the automated card catalog.
- Maintaining patron records.
- Shelving materials as needed.
- Assisting patrons with their needs in a pleasant and professional manner.
- Assisting other staff members with the enforcement and interpretation of library policies, especially patron behavior policies.
- Assisting patrons with transaction duties such as Interlibrary Loan requests, use of the Internet, and library equipment.

VI. TYPICAL DUTIES:

- Work scheduled 40 hour per week shift that normally consists of 8 hours per day. This will include evening and Saturday shifts.
- Use equipment during daily tasks which include:
 - a) Personal computer and peripherals.

- b) Photocopier.
- c) Fax machine.
- d) Answer and operate multi-line telephone system
- e) Microfilm reader/printer.
- f) Digital recording devices.
- Maintain a neat, clean and well-stocked work area.
- Assist patrons with personal e-book devices, tablets, and computers
- Assist with interlibrary loans and other special services.
- All other related duties assigned by the City, Supervisors, or Library Director.

VII. QUALIFICATIONS:

- Must have a High School Diploma. Some general college or liberal arts courses are desirable.
- Must possess excellent organizational skills.
- Must possess good analytical and problem solving skills as well as time-management skills.
- Must have excellent interpersonal communication skills, both verbal and written.
- Must possess working knowledge of computer applications.
- Must be able to successfully complete all pre-employment requirements such as; background investigations, drug/alcohol screening, and residency requirements. Must live within a 20 mile radius of Marion, Illinois City Hall.

