



Library Assistant

Summary

This is routine clerical work in a library involving basic support services and services to patrons throughout the library including our Youth & Teens area. Work involves responsibility for routine circulation, shelf maintenance, and clerical functions using automated circulation system. Duties include checking books in and out, shelving library materials, data inputting, managing the main desk's email and answering the telephone. This position is also responsible for beginning level library clerical decisions. The work requires that the employee have some knowledge, skill and ability in library clerical functions.

Works under the immediate supervision of the Circulation Manager.

Essential Functions

- Circulation desk is the primary location for work performed in this position.
- Charges books, magazines and other library holdings in and out at the circulation desk using an automated circulation system.
- Replaces books, magazines and other library holdings on shelves according to numbering sequences.
- Discharges incoming library materials using an automated circulation system and inspects them for damages.
- Performs routine library computer functions.
- Operates a variety of standard office and library machines.
- Conducts tasks associated with Interlibrary Loan Services.
- Performs routine book maintenance and processing including covering books.
- Answers telephones and provides routine information or refers and transfers calls.
- Assists in assuring accurate library shelving by shelf-reading and reshelving of materials, as needed.
- Assists with program room setup and tear down.
- Performs related work as required.
- Assists with opening and closing procedures.

Preferred Qualifications

The ideal candidate will share the Desert Foothills Library's commitment to its mission and will bring a broad range of skills and experience including but not limited to:

- Some knowledge of library clerical procedures and practices.
- Good knowledge of clerical practices.
- Good knowledge of the English language.
- Some skill in typing and the ability to do data entry using a computer.
- Good ability to understand and follow written and oral instructions.
- Good ability to pay attention to detail.
- Good ability to establish and maintain effective working relationships with superiors, associates and the general public.

Hourly Rate:

\$18-\$20 pr. hour

Anticipated Hours:

- 20-25 hours per week (subject to change/flex)

Please send a letter of interest and current resume to Dr. Debra Lay, Assistant Director:

dlay@dfla.org

By Monday, November 28, 2022