

Chester C. Corbin Public Library
Webster, Massachusetts

Position Title: Library Assistant

Statement of Duties:

Performs various duties as assigned in the operation of the library including assisting with circulation duties, processing library materials and assisting where needed. Makes decisions on how best to assist the library users especially children and young adults. Performs all other related work as required.

Supervision:

Works under broad supervision using established procedures and oral instruction from Library Director. Regularly works in the Children's Room and may perform assigned tasks under supervision of Children's Librarian. Occasionally may work unsupervised and be expected to solve problems and serve library users independently. Refers unusual or questionable problems to the Library Director/Supervisor.

Job Environment:

- Circulation Desk and Children's Room duties are performed in a public service area that is usually very active; sometimes with interruptions.
- The incumbent has frequent contact with the public for the purpose of answering questions at the Circulation Desk or via the telephone.

Essential Functions:

- Uses library automated circulation system to circulation materials to library users including checking materials in and out, processing reserves/holds, registering borrowers, collecting fines and fees.
- Serves all library users at a public services desk and answers basic reference questions or refers patrons to staff who is able to assist them.
- Deals tactfully and courteously with public.
- Maintains confidentiality of library users' records.
- Processed library materials following established procedures.
- Keeps work areas neat.
- Shelves returned library materials.
- Attends to public use of equipment, with ability to perform basic troubleshooting.
- Attends regular staff meetings.
- Performs other related duties as required.

Recommended Minimum Qualifications:

Education and Experience:

Minimum High School Diploma or G.E.D equivalency; Internet/computer skills; demonstrated knowledge of basic clerical skills such as typing; or any equivalent combination of experience and/or training that provides the required knowledge, skills and abilities upon approval by the Library Director.

Knowledge, Skills, and Abilities:

Ability to deal tactfully and courteously with the public and to establish and maintain effective working relationships with co-workers; Ability to make minor decisions in accordance with library policies and procedures; Experience with common office equipment; Ability to communicate keyboarding skills; Ability to work with limited supervision.

Tools and Equipment Used:

Library computer system; personal computer, including word processing and database management software; calculator; copy and fax machine; phone.

Physical Requirements:

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 frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, knee, crouch, or crawl.

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

Please send your cover letter, resume and three references to: Carrie Grimshaw, Library Director, 2 Lake Street Webster, MA 01570 or email: cgrimshaw@cwmar.org Please place the words Library Assistant Position in the subject line.

Closing date: December 13, 2008 or when filled