**Job Description**

**Position Title: Library Assistant 1**

Job Responsibilities

-Support the mission statement of the Lester Public Library of Vesper:

 The mission of the Lester Public Library of Vesper is to provide quality information and technology resources to meet the educational, recreational, and lifelong learning needs of all community residents.
-Perform a wide variety of general library work in the daily operational needs of the library.

Job duties
-Prepare and open library.

-Provide service at the circulation desk including:

 -check materials in and out of KOHA using staff computer

 -fill patron holds and ILL requests as needed

 -greet and direct patrons to various locations or location of materials

 -answer the phone

 -register new patrons

 - use staff computer to provide reference information to the public

 -assist public with fax, copy and printing needs

 -receive, and resolve if possible, complaints or suggestions, referring the public to the director if necessary

 -collect and record income from fines, copy or fax fees, Friends of the Library book sale and donations

-Manage new materials as they arrive at the library, cataloging, labeling, covering and entering

 them into library cataloging system KOHA

-Assist patrons using the library's public computers or devices

-Shelve returned materials appropriately

-Assist director with special projects.

-Participate in staff meetings and trainings.

-Keep updated on library plans and activities

-Maintain library public area in clean and orderly fashion by checking for any immediate

 cleaning needs in the computer area, bathrooms, adult area, teen room, children’s area

 and entrance area

-Perform other related duties as required.

-Prepare and close library.

-Refer to checklists of tasks to ensure correct completion.

Under Supervision of

-Library Director

Supervisory authority
Supervise volunteers in their assigned tasks

Supervise library users, ensuring the safety and appropriate use of the library by all its users

Special working conditions
-Work is performed primarily in a library environment while sitting at circulation desk computer terminal or while moving about the library.

-Physical labor may be required to lift office supplies and library materials from overhead and from the floor. Trolley is provided to assist with heavier boxed materials.

-Must be able to multitask, be detail orientated and observant. These are essential to allow the employee to sort and shelve library materials and maintain patron and cataloging records, along with supervising library users.

-Must be able to work independently.

Minimum qualifications

-High School Diploma

-Public service experience desired, but not required

-General computer knowledge with desktops and laptops, experience with Microsoft Excel and Word

Hours, Wages and Benefits

-Scheduled Mondays 10 am – 5 pm, alternating Saturdays 9 am–12 pm

-May be required to work special events of the library when needed in addition to normal hours

-Hourly pay depends on experience

-No health insurance offered

-No paid vacation, personal or sick leave offered

-No retirement plan offered