

Substitute Assistant Librarian

Arcanum Public Library

Part Time/ Non-Exempt

General Description:

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, helping patrons with computers, and telephone answering. This position is also invested with making beginning level library clerical decisions. The work requires that the employee have some knowledge, skill and ability in library clerical functions.

Supervision Received:

Works under the general supervision of the Head of Circulation, Associate Director and Director.

Examples of Duties:

- Checks books, magazines and other library holdings in and out at the circulation desk using an automated circulation system and inspects them for damage.
- Replaces books, magazines and other library holdings on shelves according to numbering sequences.
- Performs routine library computer functions.
- Operates a variety of standard office and library machines.
- Performs routine book maintenance and processing including attaching stickers, spine labels and covering books.
- Answers telephones and provides routine information or refers and transfers calls.
- Assists in assuring accurate library shelving by shelf-reading and re-shelving of materials, as needed.
- Assists patrons with computer/technology questions.
- Performs related work as required.

Knowledge, Skills and Abilities:

- Some knowledge of library clerical procedures and practices.
- Good knowledge of clerical practices.
- Some skill in typing and the ability to do data entry using a computer terminal.
- 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.

Qualifications:

A high school diploma or the equivalent and some experience in using libraries, or, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.