



Library Assistant

Definition

The Limestone Township Library District is looking for a friendly, detail-oriented individual with strong leadership skills who is dedicated to providing excellent customer service as a Library Assistant. Under the administration of the Library Director, the Library Assistant is responsible for the management of overdue materials; performs tasks relating to circulating library materials and registering users; and will assume the majority of the library's technical service processing operations within one year of hire, including obtaining the Illinois Statewide Cataloging Standards barcode certification (training may be provided). The Library Assistant acts as the *Senior Staff Member in Charge*, and is responsible for managing and supervising the library in the absence of the Library Director, as well as representing the library at area library meetings and functions. The Library Assistant deals responsibly with patron problems and emergencies, maintaining a pleasant and safe work environment.

Responsibilities and Duties Include:

- A. Provides friendly, courteous, and accurate service to all users.
- B. Maintains neatness of public and work areas including personal space visible to the public.
- C. Regularly works the Circulation Desk performing all circulation tasks, including, but not limited to check-in, check-out, and renewal of library materials, issuance of library cards, and answering and routing incoming phone calls.
- D. Answers general library, procedural, reference, and computer use questions from patrons. Processes out of system interlibrary loan requests, and places patron holds.
- E. Monitors the library's email and routes or addresses inquiries in a consistent manner.
- F. Understands and implements library procedures and policies, while safeguarding confidential and restricted information.
- G. Responsible for the receipt, processing, and data entry of all library materials.
- H. Classifies and catalogs new and existing library materials.
- I. Enters and deletes library materials utilizing the PrairieCat database.
- J. Maintains author standing order lists with vendor.
- K. Assesses donated materials for suitable additions to the collection and FOL book sales.
- L. Assesses damaged library materials and repairs as needed.
- M. Processes overdue notices and related patron communications.
- N. Maintains Bestseller Club service; places appropriate holds for participating patrons.
- O. May assist or implement programming under the supervision of the Library Director.
- P. Assists and/or implements staff training.
- Q. Updates library website and other digital media accounts; assists in creation of marketing materials for programming and other library services
- R. Acts as liaison to Regional Library Systems (PrairieCat/RAILS) for technical and circulation services; attends meetings and participates in continuing educational opportunities related to technical and circulation services; Provides Voter's Registrar Services.
- S. Other duties as assigned.

Knowledge, Skills, and Abilities

- A. Ability to deal courteously and diplomatically with patrons and colleagues
- B. Basic knowledge of circulation practices, procedures, and technologies.
- C. Ability to take initiative and use good judgment in making decisions and referring questions.
- D. Ability to remain calm in difficult situations.
- E. Knowledge of cataloging practices, procedures, and technologies.
- F. Knowledge of Microsoft Office and similar software programs
- G. Accurate keyboarding skills.
- H. Ability to prioritize work, meet established deadlines, and attend to detail as appropriate.
- I. Ability to follow tasks to completion.
- J. Ability to communicate effectively, both in writing and orally.
- K. Ability to navigate and search the Internet.
- L. Ability to bend, stoop, lift, and carry items up to fifty pounds.
- M. Ability to use general office equipment.

Hours and Benefits

This is a full-time hourly position with the following benefits:

- A. Illinois Municipal Retirement Fund (IMRF)
- B. Paid vacation days and holidays
- C. Paid sick days
- D. Health insurance coverage is available to staff through the library's participation in the LIMRiCC Health Fund, which helps reduce premium costs. Staff members are responsible for the full premium amount, but benefit from the discounted group rate provided by the fund.

Salary

Hourly rate range: \$16.50-18.00 (dependent upon qualifications)

Qualifications

- A. Bachelor's Degree plus 2 years previous library experience working directly with the public preferred.
- B. Preference given to those candidates who have one or more of the following qualifications: LTA certification; cataloging experience; successful completion of Illinois Statewide Cataloging Standards Barcode Certification.
- C. Position requires day, evening, and weekend hours.