

## **Library Assistant II Job Description**

### **General description:**

The library assistant II will perform various duties as assigned by the Library Director (LD) including providing customer service at the library circulation desk, cataloging and collection maintenance, maintaining and updating the library website, promoting library programs and other duties as assigned. Hours of work are Monday through Thursday 1:00 to 5:00 p.m. and Friday 2:00 to 7:00 p.m. (21hrs/wk.). The library assistant must be available to attend trainings provided by the Finger Lakes Library System (FLLS) and to substitute for other staff members.

### **Responsibilities**

In addition to understanding the duties of the Library Assistant I staff, the Library Assistant II will have distinct responsibilities as listed below.

#### **Cataloging**

- Create items records for new materials.

#### **Collection maintenance**

- Process all new materials.
- Run reports on a monthly basis to change the status of new items.
- Run weeding reports based on circulation statistics, pull books and change their status.

#### **Circulation**

- Be knowledgeable of all aspects of the automated library system and be able to operate the circulation desk.

#### **Programs** (work collaboratively with LD)

- Assist in development and on-going tasks for programs.
- Update library website and social media sites.
- Create promotional materials.
- Communicate information with volunteers who update community sign

#### **General**

- Open and close library building, log in to staff computers, OPAC and public computers.
- Maintain confidentiality in dealing with patron records.
- Support, promote and implement library policies and procedures.
- Deal tactfully and courteously with the public.

**Qualifications** The Library Assistant II must have knowledge of libraries, excellent oral and written communication skills, the ability to prioritize tasks, and the physical strength to handle boxes of books. The Library Assistant II must also be comfortable with Microsoft Office Suite and be able to quickly learn the automated library system software. This person must be able to perform assigned duties accurately and in a timely fashion, work independently, and maintain a professional and service-oriented attitude.

Please send a resume to Newfield Public Library, P.O. Box 154, Newfield, NY 14867 or email to Tammy at [newfieldpubliclibrary@yahoo.com](mailto:newfieldpubliclibrary@yahoo.com) by September 22.