

## **Library Assistant II**

**Department:** Library

**Reports to:** Library Director

**Position Overview:** Performs responsible and varied duties working with the public in the area of circulation services. Works in technical library services area cataloging and processing new materials, updating holdings information for Consortium catalog while working as part of a team to support library goals and activities.

### **Essential Duties and Responsibilities:**

Understands and is able to perform all jobs related to circulation services, including but not limited to: charging, discharging, and renewing library materials; registering patrons; collecting and recording fines and fees; shelving materials accurately and maintaining the order of shelves.

Provides patrons with general information on library services; assists and instructs patrons and visitors in the use of library services including online catalog and electronic resources.

Works in library technical services area cataloging and processing new materials, updating holdings information and assisting with collection development.

Assists with research requests and the planning and care of archived materials in library vault.

Becomes familiar with resources available in the South Dakota Room and serves as informational contact for patrons and visitors.

Develops instructive programs for library patrons regarding the use of online catalog and digital catalog.

Opens and closes the library according to procedures.

Assists with social media postings for communication and marketing of library services and programs.

Assists with special projects and performs other duties, as assigned.

### **Required Knowledge, Skills, and Abilities:**

Ability to interact courteously and effectively with the public

Ability to understand and interpret library policies and procedures

Ability to assist public with computer use and technical issues

Ability to work both independently and as a team member

### **Working Conditions:**

Work is performed in a library environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time.

**Physical Demands:**

Ability to move and/or lift materials up to 25 pounds.

Ability to push a loaded book truck

Regularly required to stand, walk, bend, kneel, reach, climb, balance and sit

Ability to operate a keyboard at efficient speed and typical office equipment, including computer hardware

Vision and hearing at or correctable to “normal ranges”

**Minimum Qualifications:**

High School graduate or equivalent with customer service experience.

**Preferred Qualifications:**

College degree with library experience.

Demonstrated customer-service orientation, solid computer literacy with familiarity in library systems, interest and experience in history and research, exceptional organizational skills, ability to work in a team environment.

I, \_\_\_\_\_, have read and understand that the duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

---

Employee Signature

---

Date