



Library Assistant I for Programs Job Description

The Position

Under general supervision, the Library Assistant I (LA I) supports the operation and activities of one or more of the Library's departments. This position works closely with staff to assist with program planning and implementation, circulation of materials, and ensuring patrons enjoy the highest level of customer service while using the Library.

Principle Responsibilities

- Assist at a service desk by checking library materials in and out, registering new patrons, processing patron holds and collecting monies for lost materials and items for sale
- Assist with program implementation including preparing materials, sorting supplies, distributing promotional material, and program setup and cleanup
- Sort and organize materials according to alphabetical, numerical, and categorical systems
- Collect, stack, shelve, and re-shelve library materials and prepare materials for circulation
- Assist patrons in person and by telephone, provide information, and refer specialized questions to appropriate staff
- Advise patrons of library policies, procedures, and services
- Enter and retrieve data, maintain logs and records, and routine typing
- Operate and perform basic operator maintenance of PC and related software, photocopiers, and related standard library equipment.
- Follow operating procedures to open and close the library
- Assist the clerical and professional staff in special assignments
- Perform additional duties as assigned, including direct public service, serving on task forces or committees, etc.

Knowledge, Skills & Abilities

- Ability to acquire a working knowledge of library policies, practices, procedures and the location of materials in the library
- Basic office practices and procedures, including how to operate modern office equipment including a PC and related software
- Effective communication and interpersonal skills to deal tactfully with a wide variety of library users and staff
- Ability to sort and organize materials in alphabetical, numerical, and topical order
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Understand and carry out oral and written instructions
- Take a proactive approach to customer service issues and maintain confidentiality regarding sensitive information

- Ability to adapt to change and the willingness to learn new ways of doing things
- Work irregular hours, including evenings and weekends
- Lift up to 40 pounds, push loaded book carts, shift furniture
- Climb, bend, and stoop to place and reach materials

Education & Experience

Any combination equivalent to:

- Graduation from high school or equivalent
- One year of college-level or technical coursework **or** one year + of practical experience in clerical, complex filing and record-keeping, inventory, customer service, or public recreation

The Belvedere Tiburon Library is an Equal Opportunity and Drug Free Workplace Employer

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. Management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

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