

# **CRAWFORD COUNTY LIBRARY Policy Manual**

## **Policy No. 302**

### **Subject: Library Assistant (replaces Clerk job description)**

#### **BASIC FUNCTION:**

Performs paraprofessional library tasks in the public library system with limited supervision.

#### **EDUCATION, TRAINING, ABILITIES:**

Requires an associate's degree or six months of related experience and training which provides the required knowledge, skills and abilities. Must possess high level of verbal and written communication skills, as well as basic accounting principles.

#### **KNOWLEDGE, SKILLS, ABILITIES:**

Knowledge of paraprofessional library principles, Crawford County Library Policies, methods, techniques and procedures, knowledge of reader interest levels; ability to work in a team environment; exercise sound judgment, use tact and courtesy.

#### **CHARACTERISTICS, DUTIES, RESPONSIBILITIES:**

- Ensures the efficient and effective daily operations of public library
- Assists patrons on the selection, organization and interpretation of library materials
- Provides assistance in reference queries utilizing materials and technology available
- Assists library patrons with library equipment and related software
- Conducts basic training and assistance on computer applications for patrons in the library setting
- Knowledge of proper English usage, grammar, spelling and vocabulary
- Monitors and suggests corrections to the online catalog to the Administrative team for review
- May coordinate selection of books for outreach and homebound patron services
- Prepares reports and documentation as needed to provide updated information for library patrons
- Takes, places and checks reserves and holds for patrons
- Maintains library environment to ensure cleanliness and safety for all patrons
- May be responsible for opening and closing of library facilities; securing facility and monitoring all equipment effectively
- Performs related work as required

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The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job

**TERMS OF EMPLOYMENT:**

Full Time or Part-time work schedule to be determined by Crawford County Library Director/Librarian. Employment in good faith. Salary, benefits, and termination of employment in accordance with Crawford County Library Board Policy.

**EVALUATION:**

Performance of this job will be evaluated by the Crawford County Director/Librarian with help from supervisors in accordance with Board Policy No. 209 Performance Review.

**ADOPTED:** June 26, 2001

**REVIEWED:** November 12, 2002, April 10, 2008, May 8, 2008

**AMENDED:** April 10, 2008, May 8, 2008