

Peabody Institute Library of Danvers

Assistant Librarian – Job Description

| | |
|-------------------------------------|----------------------------------|
| Title: Assistant Librarian | Classification: Non-Union |
| Department: Library | Grade: 6 |
| Reports to: Library Director | FLSA Status: Non-exempt |
| Effective Date: 04/04/2019 | Union Status: Non-Aligned |

GENERAL SUMMARY:

Under the direction of the Library Director provide direct service to patrons throughout the Library, and perform circulation, reference, and youth services work, as well as other duties as assigned.

ESSENTIAL FUNCTIONS:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provides excellent service to patrons of all ages at library services desks and throughout the library, as well as via phone and email.
- Assists patrons in locating library materials; checks materials in and out; monitors the condition of library materials for completeness and damage; issues and updates library cards; maintains and updates confidential patron records; processes overdue notices; collects and records fines for overdue items; processes hold/ILL requests; notified patrons about library materials placed on hold for them.
- Provides technology instruction to patrons; assists patrons with the operation of library computers, library internet connections, and other library equipment; collects and records payment from patrons for use of library copiers and printers.
- Shelves library materials; creates and maintains displays of library materials; reads shelves to maintain materials in appropriate locations and order; tidies library areas.
- Performs basic research; assists patrons with their research; provides readers’ advisory services; assists patrons in accessing library e-resources.
- Informs patrons of and enforces library policies; courteously receives and passes along patron comments/complaints in absence of Director; provides information about library services, resources, and events.
- Opens/closes the library facility as required.
- Contributes to library blogs and publications as requested.
- Assists in facilitating library events and programs; prepares materials for library events and programs.

- Assists with special library projects.

Minimum Qualifications:

- Bachelor's degree required, Master's Degree in Library and Information Science preferred, library experience preferred, or an equivalent combination of education and experience.
- Experience with technology
- Successful completion of Criminal Offender Record Check (CORI) background check.

Knowledge, Ability, Skill

Knowledge: Must have knowledge of general library procedures

Ability & Skills: ability to read and assimilate information; ability to write and communication information clearly and effectively; ability to work well with people of diverse ages and backgrounds.

Supervision

Received: Works under the general supervision of the Library Director.

Responsibility: Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Job Environment

- Work is performed under typical office conditions; the noise level is fairly quiet; occasionally may be required to work outside of normal business hours to attend meetings.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Employee has frequent contact with the general public, town employees, youth, and elected officials. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.

Physical Requirements

(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Candidates must be physically able to sit and stand for extended periods of time, and push or pull, sort, and shelve a fully loaded cart of books, lift 25 pounds, bend, stretch, shelve, and move around the multistory library at a moderate to quick pace.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

Approved by:



Library Director

April 4, 2019
Date

Received by:

Employee

Date

Library Director

Date