



Town of Howey-in-the-Hills Job Description

Title: **Library Assistant**
Department: **Library**
Type: **Part-Time / Non-Exempt**
Reports to: **Library Director**
Compensation: **\$12.00 / Hourly**

General Description:

The Library Assistant will perform the day-to-day duties related to a public library circulation desk, including the operation of an automated circulation system and will assist patrons in the use of library services and facilities. They will interact with patrons, staff, and volunteers in a positive matter. The Library Assistant will assist in the development and presentation of a variety of programs and services for all ages. They will work under the direct supervision of the Library Director. They will be required to work some evenings and Saturdays on a rotating schedule.

Primary Responsibilities:

- Helping patrons locate books.
- Answering telephones, answering questions and routing calls to appropriate personnel.
- Handling cash and managing cash transactions.
- Checking books in and out at the circulation desk.
- Shelving books according to their categorization.
- Registering new patrons and maintaining and updating patron profiles.
- Ensuring patrons technical needs are met.
- Organizing and repairing books.
- Assisting and programming library events.
- Overseeing and training volunteers.
- Performing opening and closing procedures.

Minimum Qualifications:

- High School Diploma
- At least two years of relevant library experience. (preferred)
- Proficient in Microsoft Office.
- Organizational skills.
- Attention to detail and problem solving.
- Interpersonal skills.
- Excellent written and verbal communication.
- Able to follow instructions.



Essential Physical Skills:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at a time.
- Must be able to climb ladders or stepstools, push and pull books carts, and lift and carry books.
- Must be able to read and discern computer screens and book labels.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein.

Environmental Conditions:

Works primarily in a library environment.

Key Competencies:

Integrity, initiative, judgment, attention to detail, interpersonal skills, and communication (oral and written). Work is performed under general supervision of the Library Director. Performance is reviewed through reports, periodic internal and external audits, conferences, and an annual performance appraisal review.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment. The Town of Howey-in-the-Hills Town Council reserves the right to update and/or change this job description at will.

The Town of Howey-in-the-Hills is a Drug-Free Workplace, Smoke-Free Workplace, and EOE.

The Town of Howey-in-the-Hills is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Howey-in-the-Hills will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9. E-Verify Works for Everyone For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.



Employee Signature and Date:

I, _____, acknowledge and have reviewed this job description.

(Employee's Name – PRINT Name)

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

_____ Date: _____

Employee's Signature

_____ Date: _____

Supervisor's Signature