

# Sugar Grove Free Library

## Job Description (2016)

**NAME OF POSITION:** Library Assistant

### **QUALIFICATIONS:**

- A. **Education:** Some high school education with an interest in library science. College education would be a plus. Experience with office skills.
- B. **Knowledge:** A general knowledge of the materials, which constitute the library's collections and resources. A familiarity with library organization and operating procedures. A genuine interest in the community and the services of the library.
- C. **Skills and Abilities:** Typing; spelling and record keeping skills are essential; social media skills; proficient in Microsoft 2010, eDevices, and other computer applications; attention to detail; ability to communicate with public and volunteers; ability to interact with the public pleasantly with persons of all ages; assistance to Executive Director; time management; ability to work without supervision.
- D. **Personal Characteristics:** Cordial relationship with volunteers and patron. Tact in dealing with the public in normal and stressful situations. Pleasant manner in person and on the telephone. Helpful, patient, reliable and willingness to learn.
- E. **Clearances:** Must be able to obtain/provide Act 34 Criminal Record Check, Act 151 Child Abuse History, and FBI Fingerprint clearances

**HOURS:** Presently (2016), approximately 12-16 hours/week, may include evening or weekend hours for special events.

**IMMEDIATE SUPERVISOR:** Director.

### **DUTIES AND RESPONSIBILITIES:**

- A. **Support orderly administration of the Library.**
  - 1. Coordinate work schedule with Director.
  - 2. Circulation desk functions.
    - a) Repair of damaged or worn material
    - b) Checkout/Checkin and renew materials
    - c) Take requests for Interlibrary Loan
    - d) Place holds on requested materials and notify patrons when materials are available
    - e) Shelve materials and keep stacks in order (shelf reading)
    - f) Register patrons for borrower cards and update information.
    - g) Prepare materials for circulation, minor cataloging when needed.
    - h) Assist with discarding material (weeding collection)
    - i) Performs other duties as needed to ensure smooth and efficient operation of Circulation and the Library in general.
    - j) Collect fine, printing and copier money
    - k) Help maintain and update social media (daily/weekly) as needed
    - l) Participation in fundraising activities.
    - m) Ability to coordinate fundraising strategies and techniques
  - 3. Overdue material procedure: complete report & make appropriate phone calls or send notices in accordance with the Library policy and as directed by the Director.
  - 4. Follow Board policies and procedures.
  - 5. General appearance and security of the building, including dusting, vacuuming, etc., as needed, and notify the Executive Director of problems with the building.

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### **B. Support current Library trends and practices.**

1. Attend workshops and seminars when approved or requested by the Director.
2. Develop, coordinate, and implement Young Adult and Children's Programming under the direction of the Director.
3. Stay current with the technology and programs necessary to administer the library programs.

To apply, please send RESUME & COVER LETTER to [sgfreelibrary@gmail.com](mailto:sgfreelibrary@gmail.com) or mail to  
Sugar Grove Free Library  
22 Harmon Street  
Sugar Grove, PA 16350  
Or Drop it off at the library.