

Job Description:

**CASE MEMORIAL LIBRARY
ADULT SERVICES ASSISTANT**

OBJECTIVE

Works directly with the public to provide library service to adults, teens, and children.

FUNCTIONS

- ◆ Works under the general direction and supervision of the Head of Reference and Adult Services or other designated supervisor.
- ◆ Assists patrons with reference and reader's advisory service in person, on the telephone, and electronically.
- ◆ Assists and instructs patrons in the use of library materials and technology including the public access catalog, public computers, digital resources, electronic devices, and the Internet.
- ◆ Processes Interlibrary Loan materials.
- ◆ Performs all circulation tasks and serves on the public service desks.
- ◆ Assists with the preparation of bibliographies, bulletin boards, and displays.
- ◆ Assists with programming for adults and teens including summer reading activities and special events.
- ◆ Assists with the preparation of department statistics and reports.
- ◆ Participates in collection development activities as assigned.
- ◆ Performs other tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- ◆ Strong public service attitude and knowledge of the principles and practices of library service.
- ◆ Knowledge of adult and teen resources.
- ◆ Knowledge of community reading interests, books and authors, and a personal interest in reading.
- ◆ Familiarity with digital technology, mobile devices and social media.
- ◆ Working knowledge of office computer applications and applications for library services.
- ◆ Ability and willingness to acquire new computer and technology skills as necessary.

- ◆ Ability to work harmoniously with patrons of all ages and members of the library staff.
- ◆ Ability to deal with multiple and extra unexpected tasks and patrons simultaneously.
- ◆ Self-motivated, creative, and flexible. Exercises initiative and good judgement.
- ◆ Effective oral and written communication skills.
- ◆ Visual acuity sufficient to read fine print and numbers in 8 point font.
- ◆ Ability to read and write English at the college graduate level; process written and numerical information.

REQUIRED EQUIPMENT OPERATION

This position requires use of standard office equipment, including, but not limited to: computers and peripherals; network printers; typewriters; fax machines; photocopiers; and telephone systems.

REQUIRED PHYSICAL EFFORT/MENTAL ABILITY

The physical demands described here are representative of those an employee may encounter to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required: to push and pull loaded book trucks weighing up to 200 pounds; to frequently stand, walk, stoop, bend, reach and grasp, kneel or crouch, and sit, with frequent change of positions; to regularly lift and/or move up to 20 pounds; and to cover large distances and walk quickly to retrieve materials, including use of stairs.

REQUIRED QUALIFICATIONS

Master's Degree in Library Science from an ALA accredited institution or a Bachelor's Degree supplemented by graduate level courses that will lead to an MLS. This is a full-time union position, 35 hours/week, and includes a Friday/Saturday rotation and some evening hours.

This job description is for identification and administrative purposes only. It is not intended to be a complete statement of all duties, functions, and responsibilities that comprise this position.