

## **Dimmick Memorial Library / Penn Kidder Library Library Assistant Job Description**

Overall objective of the job: perform clerical and non-professional tasks involving standard library routines to serve library patrons.

### **Responsibilities:**

- Check out books, magazines, audiovisual materials to patrons
- Check in all materials
- Collect fines and payments for processing
- Register new patrons
- Inform new members of all available services
- Inform patrons of policies for library use
- Instruct new members in the use of online catalog and other reference materials
- Assist patrons with computer use and printing issues
- Keep daily statistical records
- Reshelf books, magazines and audiovisual materials
- Record changes of address for registration
- Read shelves
- Make copies, fax and scan documents for patrons
- Contact patrons regarding requested library materials, overdue or lost items
- Fill in for others when they are ill or on vacation

### **In addition to the above, Staff Member may be requested to perform some of these tasks:**

- Process Inter Library Loans
- Register new patrons from online applications
- Process new magazines and prepare for circulation
- Catalog new library materials
- Implement Computer updates
- Assist patrons with genealogical research, answer emails received in the Dimmick genealogy email address
- Assist with story time when requested (reading to children/supervising craft)
- Assist in planning and execution of library programs, including summer reading program, STEM activities, etc.
- Assist Director with outreach activities
- Create and send event emails and newsletters
- Other duties as assigned

Responsible to: Library Director

### **Education:**

High school diploma (or equivalent) Applicant must demonstrate excellent computer skills.

### **Background checks**

Library Assistant must pass the following clearances as required by the state: PA Child Abuse History Clearance and PA State Police Criminal Record Check, FBI, and mandatory reporter training.

### **Basic Capabilities**

Standing for up to 7 hours per day, 4 hours at a time. Frequent use of hands/fingers for data entry. Ability to occasionally carry or lift up to 15 pounds. Ability to use steep and narrow stairs. Hearing as it relates to normal conversation. Seeing as it relates to general vision.