



MANHEIM COMMUNITY LIBRARY



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15 East High Street, Manheim, PA 17545
manheimlibrary.org
717.665.6700

Library Assistant Job Description

Library assistants staff the circulation desk to check out books and other resources to visitors and process fine payments. They keep the book stacks organized by shelving books according to the Dewey Decimal System, making note of missing and damaged books and setting aside reserved books for library patrons. Library Assistants provide clerical support for Library staff and customer service to patrons.

Classification: Part-time, Nonexempt

Immediate Supervisor: Circulation Coordinator

Library Assistant essential duties include, but are not limited to:

- Working at the library circulation desk checking items in and out, collecting payments, placing holds, and issuing library cards.
- Shelving library materials and reads shelves to promote proper placement of materials
- Dealing with the public in a courteous, friendly, and informative manner both in person and on the telephone; and exercising judgment in interpreting library policies and procedures to the public.
- Assist patrons with the use of library resources and services
- Checks library email daily to maintain currency in library news, announcements, programs, initiatives
- Keeps work area clean, handles minor cleanups, and reports building or maintenance issues to Circulation Coordinator
- Report significant issues to Circulation Coordinator/management
- Handle patron grievances and report those to Circulation Coordinator/management
- Perform other duties as requested

Required Knowledge, Skills, and Abilities

- Must enjoy working with the public
- Excellent interpersonal, communication and organizational skills
- Detail oriented
- Comfortable learning new technologies
- Capable of instructing patrons in the use of technology

- Ability to exercise sound, independent judgment within general policy guidelines
- Reliable in meeting established work schedule

Qualifications:

- High school graduate; some college preferred
- Customer service experience required, library experience preferred
- Physical ability to regularly lift library materials weighing up to 40 pounds, to push fully loaded carts of library materials, and to bend and reach all shelves
- Flexibility to changing situations and to varied work schedule, must be able to work evenings and Saturdays as the schedule is subject to change as deemed necessary to meet library operating needs.
- Satisfactory Pennsylvania Criminal Background Check, Pennsylvania Child Abuse History Clearance, and FBI Fingerprinting

Starting salary - \$12.00 per hour

Please email resume to lkean@manheimlibrary.org