

**HYRUM CITY
POSITION DESCRIPTION
(NON-EXEMPT)**

POSITION TITLE: Assistant Librarian

DATE OF REVIEW: 8/1/2022

APPROVED BY: _____

DEPARTMENT/BRACH: Library

REPORTING RELATIONSHIPS:

POSITION REPORTS TO:

Library Director

POSITION DIRECTLY SUPERVISED:

None

POSITION PURPOSE:

The Assistant librarian position is responsible for organizing and shelving library items, assisting with social media posts, assisting with prep for children's and teen activities, checking library materials in and out, and other assignments as directed by the library director, assist patrons in the library and other circulation tasks as directed by the library director.

NATURE AND SCOPE:

This position requires organization skills and attention to detail. Good public relations skills and knowledge of Library circulation processes and material management are necessary to the successful execution of this position.

ESSENTIAL FUNCTIONS AND BASIC DUTIES:

- 1. Responsible for the effective performance of Library Assistant functions.**
 - a. Organize and shelve library items
 - b. Assisting with Social Media
 - c. Assisting with prep for children's and teen activities
 - d. Assist with checking books in and out and performing routine circulation activities.
 - e. Other assignments as directed by the Library Director

- 2. Assume responsibility for maintaining effective business relations with Library patrons.**
 - a. Assist patrons in locating Library materials.
 - b. Answer telephone inquires and provide general Library information.
 - c. Project a positive image of the Library.

3. Responsible for establishing and maintaining effective working relations with Library personnel and management.

- a. Keep management informed of area activities and of related concerns.
- b. Attend and participate in meetings as required.
- c. Complete tasks as assigned by the Library Director.
- d. Complete special projects as required.

PERFORMANCE MEASUREMENTS:

1. Programming is planned and carried out as planned.
2. Management is appropriately informed of activities and problems.
3. Assistance to Library personnel is provided as needed.
4. Library patrons are served in a courteous and professional manner. Information and assistance is provided as needed.
5. Book circulation functions are performed in accordance with established standards.
6. Shelving and filing duties are completed efficiently and accurately.

QUALIFICATIONS:

Training/Education/Certification:

- High School/High school Graduate

Required Knowledge:

- Knowledge of Windows and basic computer skills.

Experience Required:

Skills/Abilities:

- Good organization and attentive to detail.
- Good public relations skills.
- Ability to type and perform filing functions.
- Work well independently.

Signed: _____

Date: _____