

JOB DESCRIPTION
Essex County, VA

Job Title	Library Cataloguer/Library Assistant
Department	Library
Category	Full Time
FSLA	Non-Exempt
Pay Grade	109
Report to:	Library Director
Supervises:	NA

JOB SUMMARY/PURPOSE

This position performs responsible administrative and technical work in assisting with a broad range of public library functions, including but not limited to, cataloging, preparing new items for circulation, providing technical support to patrons, providing interlibrary loan services, assisting patrons with the location of services and materials, and other related tasks. The position handles all duties of a Library Assistant when not performing Cataloguing duties. The Library Cataloguer/Library Assistant is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Catalogues library books and materials and prepares new items for circulation, assigns bar code and call numbers;
- Purchases library supplies as needed;
- Provides technical support and assistance to library patrons;
- Works the circulation desk, checks books in and out, and answers the telephone and questions at the desk, including light reference questions;
- Assists patron with reader service and recommendations for books;
- Assists patron with use of computers, explanation of hand-held devices, use of career service software, printing documents, set up new emails, use of fax and basic Microsoft systems;
- Shelves books; ensure the accurate placement of books on shelves and weeding books from the shelves;
- Registers patrons in library programs and helps them find books and materials they seek; performs light research for patron or directs them to the Library Director;
- Places holds on books, assists with interlibrary loan programs - lets patrons know when books are available for pick up;
- Assists with displays in the window, on shelves and for various programs, assists with public relations pieces for program or entering information on social media;
- Assists with genealogical work;
- Issues overdue notices for late materials; collects fines and collects money for book sales;
- Prepares library program materials and assists with program activities;

- Opens and closes the Library;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with Library trends;
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- Associate's degree or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job, supplemented by over three (3) years of library or public service experience.

Licenses or Certificates:

- None.

Knowledge, Skills and Abilities:

- Knowledge of the Dewey Decimal system or the ability to learn it on the job;
- Knowledge of the standard practices of professional library and information sciences to perform required library cataloguing duties;
- Knowledge of library technology (e.g., computers, software/hardware, automated circulation systems, etc.) used in professional library and information sciences to perform required library duties;
- Knowledge of research methodologies (e.g., search engines, books, etc.) used in professional library and information sciences to perform required library cataloguing duties;
- Knowledge of cataloging techniques (i.e., bibliographic and subject cataloging, classification systems) used in professional library and information sciences to perform required library duties;
- Deals tactfully and courteously with the public;
- Upholds established library policies and procedures;
- Skill to use and explain information tools and computer systems in order to assist library patrons in the effective use of library services;
- Ability to work effectively in a team environment in order to promote safety and security of the institution and equal access for all inmate/ward/staff library patrons;
- Ability to understand and follow oral and written directions;
- Ability to work cooperatively with others, especially children;
- Ability to sort and file alphabetically and numerically;
- Ability to use computer software, keyboard and mouse;
- Ability to maintain and protect confidential information.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with Dust or airborne particles		X		
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – Computers, office equipment, books, phone				X

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking		X		
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel			X	
Climbing short step stool		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
Tasting or smelling	X			
Bending, pulling, pushing library cart			X	
Other-Driving	X			
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).

