

JOB TITLE: LIBRARY ASSISTANT/PARAPROFESSIONAL - ILL/Genealogy

CLASSIFICATION: Paraprofessional/Full Time Regular/PT

NATURE OF WORK: The Library Assistant/Paraprofessional performs semi-professional library work and has, in addition to regular library duties, responsible charge of a subsection of the Headquarters Library.

EXAMPLES OF WORK PERFORMED: The Headquarters ILL/Genealogy Assistant researches requests, and returns all material; communicates with patrons as needed for requests; answers questions and provides information to patrons; trains branch supervisors in all aspects of ILL; keeps all necessary reporting records; maintains supplies for ILL; is in contact with other ILL libraries as needed; assists patrons with genealogy requests; local history research; assists in collection development; performs all desktop publishing to promote the libraries; and other duties as assigned. The Library Assistant/Paraprofessional may also supervise the work of a department or of the Library Aide and Library Page positions. The ILL/Genealogy Assistant may be called upon to work the Circulation Desk and will know the major tasks of a Circulation Aide.

SUPERVISION: Most work performed is done without direct supervision. Library Assistant's work is supervised by the Assistant Director for Business Management and takes the form of occasional review of his/her work for accuracy and output.

EDUCATION AND EXPERIENCE: At least 60 hours of college coursework or equivalent (two years) experience working in libraries or related field is required. College degree and previous library experience are preferred.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES: Effective communications skills, both oral and written; ability to take initiative for projects and programs under general guidance and supervision; ability to maintain accuracy and effectiveness when performing repetitive tasks; ability to work well with the public and other staff members; general computer knowledge; knowledge of reader-interest levels and of book titles and authors.

MOBILITY AND PHYSICAL REQUIREMENTS: Must be able to bend, reach and lift 30 lbs. Must have a valid driver's license and be able to attend outside meetings. Must be able to occasionally travel overnight for conferences. Must be able to see and work with documents of various types.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.