

JOB TITLE: LIBRARY ASSISTANT/PARAPROFESSIONAL - Outreach

CLASSIFICATION: Paraprofessional/Part-Time

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 Outreach Assistant maintains patron files of users; fills patron's requests; checks materials out/in; maintains collections in proper order; keeps all necessary reporting records; takes collections of large print books to area nursing homes and persons unable to travel; encourages reading with our elderly patrons; provides reader's advisory to all contacts; maintains relationships with all area care facilities and nursing homes; reads at care facilities; attends meetings; delivers library information to care facilities and other tasks as assigned. This position requires the Assistant to reliably work without supervision. The Library Assistant/Paraprofessional may also supervise the work of a department or of the Library Aide and Library Page positions.

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.