

**Village of Essex Junction  
Job Classification Description**

**LIBRARY ASSISTANT  
(Part-time Position)**

**BASIC FUNCTION**

Sort and shelve library materials in the adult and youth departments.

**CHARACTERISTIC DUTIES & RESPONSIBILITIES**

**> Primary**

- < Shelve library materials, while paying close attention to shelf order and the call numbers of items being reshelved.
- < Provide general customer service by answering basic directional questions, answering the phone, and directing patrons to other staff members.
- < Communicate with Circulation Librarian and Youth Librarian about areas of the collection that are crowded and/or out-of-order.
- < Shift materials as needed to make room for additional items on shelves.
- < Assist with ongoing maintenance of the collection by straightening shelves and shelf-reading as needed.
- < Assist with special projects as needed.

**SUPERVISION RECEIVED**

Close supervision of a Librarian or Library Assistant.

**QUALIFICATIONS**

- < Basic education. Must be literate.
- < Ability to deal courteously and efficiently with a variety of individuals.
- < Physical ability to shelve books and shift books on crowded shelves.

**Library Assistant (continued)**

**DISCLAIMER:** The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

**EMPLOYEE ACKNOWLEDGMENT**

I acknowledge that I have received this job description. I understand the job to which I am assigned and acknowledge that I can perform the primary duties and responsibilities of the position. I further understand that management has the right to assign job duties and may update the job description from time to time.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_