

**Village of Essex Junction
Job Classification Description**

ASSISTANT LIBRARIAN

GRADE 5

BASIC FUNCTION

To oversee/carry out the operation of the Village library's interlibrary loan and reserve systems; to perform various acquisitions, to assist with daily circulation desk operations and assist with the coordination of building repair and maintenance

CHARACTERISTIC DUTIES & RESPONSIBILITIES

Primary

- Oversee/carry out interlibrary loan and reserve operations:
 - search, flag, and reserve materials for internal requests, notifying patrons as appropriate;
 - process loan requests, process materials upon receipt, reserve and notify patrons.
 - uses state system for interlibrary loan processing and other purposes; receives and responds as appropriate to incoming E-mail; instructs and assists other library staff and patrons in use of the ILL system.
 - package, weigh and affix proper postage to all outgoing ILL materials via USPS and Courier
 - keep statistics of ILL and report to the state and the Library Trustees
 - maintain supply of proper postage for library needs
- Perform library acquisitions functions:
 - checks or supervises the checking of all requests for duplicate orders;
 - order library materials and verify on receipt;
 - order library supplies, as needed, and process upon receipt;
 - maintain appropriate records of books ordered and received;
 - follow up with vendors regarding problems with orders, back orders, etc.;
 - process books and other new library materials coming from Technical Services;
- Perform various general library bookkeeping tasks, such as:
 - coordinate/carry out accounts payable functions, processing bills for payment using software and workflow as specified by the Finance Department
 - Foundation donation management in coordination with the Finance Department
 - Assist with regular circulation operations as needed, checking books in and out,

- assisting patrons in the use of the library, answering reference questions, etc.
 - Assist in supervision of daily activities of part-time library staff.
- Check building for issues that may require professional aid, call professionals when necessary in coordination with the Library Director:
 - Attend Safety Committee meetings as Brownell Library representative

SUPERVISION RECEIVED

Supervision is received from the Library Director.

SUPERVISION EXERCISED

Partial functional supervision of library staff assisting with assigned functions. Supervises entire library operation in regularly assigned nights and weekends.

QUALIFICATIONS

- Bachelor's degree in liberal arts plus one to two years of relevant library experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Public Library Certification desirable.
- Good general knowledge of library structure and organization, with some directly relevant experience in reference, circulation and/or acquisition operations.
- Strong computer, office, spreadsheet, communication and customer service skills required. Basic bookkeeping experience desirable.
- Ability to deal courteously and efficiently with a variety of individuals.
- Ability to stay current in technology required to perform job duties.
- Physical ability to work in various library locations and to lift and move books and other materials up to 25 lbs.

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: _____