

Library Assistant/Technology Aide

_____ (Name)

Hire Date: _____

Supervisor: Library Director

MAJOR RESPONSIBILITIES AND PERFORMANCE GUIDELINES

- A. Serves the public from the Circulation Desk
 - 1. Performs all circulation functions using SIRSI software
 - a. Charges materials in and out.
 - 1) Renews requested items
 - 2) Can retrieve and implement "Picks List"
 - b. Performs quick borrower registration
 - c. Administers fines policies
 - 1) Collects & records money
 - 2) Clears patron record
 - d. Able work in SIRSI Request module
 - 2. Answers general and directional requests from public
 - a. Demonstrates use of equipment such as copier and fax
 - 3. Explains and enforces library policies
 - a. Knowledge of Cuba Circulating Library policies
i.e. hours, meeting room, opening and closing procedures
 - b. Knowledge of STLS policies, (i.e. ILL, Kits, Rotating Collections)
 - 4. Assists patrons in reference searches and in advising readers
 - a. Teaches patrons to use OPAC
 - b. Institutes ILL service when appropriate
 - c. Knowledge of popular adult reading materials including NYT best seller list and genres
 - d. Knowledge of popular juvenile reading materials including Easy, easy readers, YA, recommended reading, series.
 - e. Knowledge of nonprint media
 - f. Knowledge of basic reference resources at Cuba Library
 - g. Basic knowledge of library classifications
i.e. Dewey Decimal, genres, YA, easy readers, reference etc.
 - 5. Assists patrons in using PC
 - a. Basic start up and shut down
 - b. Basic word processing skills
 - c. Basic Internet search skills
 - 6. Takes part in training and development opportunities offered by STLS or locally (i.e. public school or library)
 - 7. Takes part in Cuba Library planning and problem-solving (i.e. staff meetings, committee participation)
- B. Opens and closes the Library.

C. Performs other work as required, possibly including but not limited to the following position specific responsibilities:

1. Plans and produces displays
2. Handles rotating collections
3. Handles Gift and Memorial funds
 - a. Recordkeeping – monies and materials received
 - b. Written acknowledgement of gifts and memorials
4. Requests Interlibrary Loans
5. Notifies patrons of overdue items
6. Plans and implements library programs for the public
 - a. Assists Youth Coordinator with programming for juveniles
 - b. Publicizes (posters, flyers, press releases)
 - c. Arranges Community Room to host program/activity
 - d. Hosts performer, public

7. Technology Aide
 - a. Produces appealing program flyers using Word and Publisher
 - b. Assists staff and public in computer hardware and software use
 - c. Assists staff and public in operating scanner and printers
 - d. Maintains software patches, antivirus and spyware protection on computers.
 - e. Can troubleshoot and fix computer hardware and software problems
 - f. Has knowledge of networking issues
 - g. Under the indirect supervision of a Technology Consultant, can install and uninstall programs in Administrator mode.
 - h. Is Cuba Library liaison in STLS-offered Train-the-Trainer computer instruction, attending workshops and teaching staff upon return.

Approved by Board of Trustees September 12, 2005