

# PEND OREILLE COUNTY LIBRARY DISTRICT

## *JOB DESCRIPTION*

### **LIBRARY ASSISTANT**

#### *Ione Public Library and Metalines Community Library*

This position's primary responsibility is to serve the District's needs for providing public services at Ione Public Library (IPL) three days a week during regular operating hours. The position also participates in duty rotation for Saturday hours at Metalines Community Library (MCL).

The position involves lifting and carrying units weighing at least 30 lbs and moving book trucks weighing approximately 100 lbs.

The position reports directly to the IPL/MCL Branch Coordinator and indirectly to the POCLD District Director.

## **TASKS**

### **Circulation Services and Tasks**

- Provide circulation services to users at the Circulation Desk including checkout, assistance with patron accounts, placing holds and book requests, and check-in of returned materials.
- Process incoming and outgoing requests for materials loans from CIN and WIN (WIN-Borrow).
- Process materials travelling through the POCLD courier.
- Shelve library materials as time allows and need requires.
- Run holds report each day, find items and send to correct patron or requesting library.
- Perform bibliographic record changes at holdings and item levels on the fly, in order to facilitate circulation transactions and correct errors.
- Oversee or perform tasks related to holds, weeding, moving books, and resolving problems involving CIN/WIN missing in transit items.
- Report monthly circulation statistics using Microsoft Excel.
- Do daily cash register and bookkeeping duties and weekly deposits using Microsoft Excel.

### **Information Services**

- Perform general reference services for patrons at the Circulation Desk, referring those needing more assistance to the Branch Coordinator or the District Director.
- Perform reader's advisory services for patrons at the Circulation Desk.

## **Interlibrary Loan Services**

- Handle OCLC ILL requests referred from Newport via the OCLC ILL subsystem
- Identify POCLD patron requests appropriate for ILL transactions.
- Refer ILL or WIN requests with problems to Branch Coordinator.

## **Program Presentation and Development**

- Assist the Branch Coordinator in preparing and delivering library programs (weekly storytimes, craft times, special holiday programs, Summer Reading Program, etc.)
- Assist the Branch Coordinator in developing new programs to engage the Ione and Metalines user communities.
- Assist the Branch Coordinator in preparing and delivering offsite programs for the Ione and Metalines user communities.
- Supervise volunteer staff associated with program development and delivery.

## **IT-Related User Assistance**

- Assist users with applications software available on POCLD public workstations.
- Assist users of POCLD wireless access points with connection problems, referring system problems to appropriate District personnel.
- Assist users of both POCLD public workstations and wireless access points with appropriate override of the District's content filtering system.

## **Technical Services Tasks**

- Assist in cataloging and processing new items added to the library collections.

## **Branch Housekeeping Tasks**

- Get incoming mail daily from post office and post outgoing items.
- Monitor office supplies and inform the Branch Coordinator of needed items in a timely manner.
- Open and lock doors of library and appropriate building (Ione Community Center or Cutter Theater Building); arm and disarm alarm system; put out library flag.
- Maintain order and appearance of library shelves and areas.
- Clean public-use equipment (computer keyboards, earphones, copy machine, etc).
- Shovel snow or use de-icer in winter on building sidewalks as needed.