

JOB POSTING

The Borough of Wilkinsburg currently has an opening for a F/T Adult Assistant Services position in the Wilkinsburg Public Library, Adult Department. Qualified applicants possessing the requisite qualifications as provided in the position description should apply no later than 4:00 p.m. on February 11, 2013 to indicate your interest. To contact by phone please call 412 244-2900 x101. A copy of the position description www.wilkinsburgpa.gov

412-244-2900 x 101

Borough of Wilkinsburg residency is required.

EEO/AA

JOB TITLE: ADULT ASSISTANT SERVICES
DEPARTMENT: LIBRARY
REPORTS TO: LIBRARY DIRECTOR
LAST REVISED: AUGUST 2012

POSITION PURPOSE AND OBJECTIVES: The Adult Assistant Services position performs general library service work assisting the public with the materials borrowing process, location of books, and other easily accessible information. Work is performed under the direction and supervision of the Library Director, Branch Manager, Project Director/Library Relations or the Senior Circulation Clerk.

ESSENTIAL JOB FUNCTIONS: (Illustrative only)

Use library software to assist and direct patrons to book locations and gather materials they are seeking or locate the materials at another library.

Register new borrowers and make new patron cards.

Assist with processing newly-acquired books, paperbacks, encyclopedias, newspapers and magazines, DVDs, or audio books.

Answer non-complex questions for patrons via telephone or in person.

Assist with circulation procedures including, but not limited to, checking in returned materials, checking out materials, updating patron records, shelving returned materials, compiling lists of requested materials from other libraries and preparing them for inter-library pickup, and checking in inter-library materials delivery.

Assist with patrons in the use of online catalog and computers.

Perform related duties as assigned by the Library Director, Branch Manager, Project Director/Library Relations and Senior Circulation Clerk.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Knowledge of library rules, procedures and practices, as well as competency in use of a computer. Must be adept in the use of Microsoft Office products, particularly Word and Excel, internet and email. Must be able to operate a copier, fax, and other general office equipment. Must be able to meet the public courteously and obtain or give information as required/requested. Must be able to understand and follow oral and written instructions, as well as possess the ability to establish and maintain effective working relationships with library personnel and the public.

SUPERVISORY RESPONSIBILITY: NONE

WORKING CONDITIONS: Work is performed in a generally comfortable indoor library environment.

PHYSICAL DEMANDS: (ACTIVE) Requires standing for varying time limits, bending, lifting (at least 25 pounds), stretching, sitting, normal corrected vision and hearing, operation of office equipment.

MINIMUM QUALIFICATIONS:

Education: Completion of high school or equivalent. College education, with a focus in library or information science, is preferred.

Experience: Experience: Previous experience in library work is preferred or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

(Subject to Revision)