



Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920
908-766-2510 • www.bernards.org



JOB DESCRIPTION

JOB TITLE: Library Assistant - Adult Circulation	DEPARTMENT: Library	DATE: 01/05/2024
REPORTS TO: Supervising Librarian – Adult Circulation	GRADE LEVEL: 1	JOB STATUS: Regular/Part-Time
SCHEDULE: Monday 4-9pm, Wednesday 12-5pm, Thursday 12-5pm and one Saturday and one Sunday per month		HOURS/WEEK: 15

SUMMARY: *Briefly describe what the position was created to accomplish.*

Within the framework of established instructions, policies, and procedures, under the direction of the Supervising Librarian – Adult Circulation, performs a variety of general library clerical duties.

SUPERVISORY RESPONSIBILITIES: *The scope of the person's authority, including a list of jobs that report to this position.*
None.

WORKING CONDITIONS: *Environment in which the job is performed, any unique conditions outside a normal office environment.*
Work is performed in the office, Library circulation desk and adult services area.

ESSENTIAL FUNCTIONS: *The tasks, duties, and responsibilities of the position that are most important to get the job done.*

- Checks-in, checks-out, places hold requests, renews Library materials, collects fees, registers new patrons, and other workflows on the library's automated system.
- Assists public in use of Library resources and equipment such as photocopy machines, scanning, etc.
- Answers questions on Library holdings, policies and procedures.
- Answers questions on Library programs and sign-ups for programs as requested.
- Checks and maintains shelves to insure correct order.
- Fills requests for Library material.
- Completes opening and closing procedures.
- Assists patrons in the selection of materials (readers' advisory).
- Available to work at least one evening each week and at least every third weekend.
- Shelves regular Library materials as the materials are returned; Shelves new Library material as needed.
- May manage one or more additional regular tasks as described below or comparable responsibility as assigned:
 - Processes and distributes incoming mail including newspapers.
 - Sorts and distributes donated materials.
 - Handles overdue notices in accordance with Library policy.
 - Photocopies, folds and cuts the supply of Library handouts, forms, flyers and welcome packets.
 - Cleans and repairs discs (DVDs, music CDs, audio book CDs, electronic game discs).
 - Proofreads and corrects patron registration records.
- Performs other duties as assigned by supervisor and management.

KNOWLEDGE, SKILLS AND ABILITIES: *The specific minimum competencies required for job performance.*

- Thorough knowledge of Library and clerical terminology and Library procedures.
- Working knowledge of Microsoft Office and complete ease in use of computers.
- Ability to deal tactfully and courteously with the public and to maintain effective working relationships with co-workers.
- Ability to stimulate and encourage participation in reading and other Library activities.
- Strong organizational and communication skills.



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JOB DESCRIPTION – Library Assistant-Adult Circulation

- Ability to comprehend, analyze and interpret regulations, policies and procedures of the Library.
- Strength to lift 30 pounds and maneuver 50-pound book carts.
- Ability to retrieve Library materials from both low and high-level shelving.
- Ability to read, write, spell, speak, understand and communicate in English sufficiently to perform the duties of the position.
- Fluency in another language is a plus.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Education: High school graduation or equivalency along with previous library experience or some college or library courses Interest in and passion for reading and knowledge of current and popular books, ebooks, movies, etc. is required.

Experience: Demonstrated customer service and clerical skills is desirable.

Special Requirements: None

SUCCESS FACTORS: *Personal characteristics & behaviors that contribute to an individual's ability to excel on the job. Some examples:*

- Works as a team player.
- Is friendly, helpful and customer-service oriented.
- Handles multiple activities and/or interruptions in a calm manner.
- Offers readers' advisory whenever possible.
- Reports patron requests to supervisor or director.
- Communicates effectively with staff and patrons.