

## Town of Middlebury Job Description

<b>Title</b>	Library Assistant II-Adult Services and Circulation	<b>Department</b>	Ilsley Public Library
<b>Reports to</b>	Adult Services and Technology Librarian	<b>Date Prepared</b>	3.10.2018

### **Overview**

The Adult Services and Circulation Assistant reports to the Adult Services Librarian and develops exciting programs and services for adults in Middlebury and the surrounding area. This includes planning, organizing, and occasionally leading programs both inside the library and at venues around the community. The Adult Services and Circulation Assistant also provides outreach to Middlebury adults, including offering programs at local retirement communities and adult service centers.

This position spends approximately fifteen hours a week on the circulation desk, including discharging, answering the phone, shelving, and providing other services to the public with outstanding customer service.

### **Knowledge, Skills and Abilities Required**

- Bachelor's degree required.
- At least one year experience in a public library setting, which can include internships or work as a substitute, required.
- Experience in an automated library environment preferred.
- Excellent organizational, verbal, and written communication skills.
- Highly effective collaboration skills and ability to work in a team environment.
- Knowledge of current trends in library programming and outreach for adults.

### **Duties and Responsibilities**

- Adult Services
  - Working in conjunction with the Adult Services and Technology Librarian, organizes, coordinates, and hosts library programs and services for adults, including outreach to local retirement communities, adult service centers, and other community partners.
  - Develop effective assessment and evaluation; continuously evaluates services and programs in order to maintain our goal of superior service
  - Creates content for library social media and online presence, including the library website, Frontporch Forum, e-newsletters, and Facebook. Creates and distributes press releases of upcoming library events.

- Compiles monthly, quarterly, and annual statistical reports for outreach and user engagement activities.
- Circulation
  - Performs circulation functions, including working where and when needed at either desk (approx. 10-15 hours a week); maintaining an orderly, friendly atmosphere and following the library's Best Practices for Customer Service; welcoming new patrons and explaining library services; registering and re-registering patrons; handling overdue, lost and damaged items; processes requests and reserves; answers the telephone; shelves materials.
  - Processes interlibrary loans requests from Ilsley patrons and other libraries in accordance with library lending policies. Ensures that materials are tracked in ILS and ILL system, that materials are shipped appropriately, and that necessary reporting is completed. Trains library patrons in placing interlibrary loan requests.
  - Assists/serves as backup for book processing, helping to prepare all library items for public use after they have been catalogued.
  - Serves as primary administrator of Ilsley Library's Homecard program, the cooperative lending network of Vermont libraries. Serves as liaison to the Homecard network, ensuring compliance with Homecard policies. Maintains Homecard accounts on behalf of Ilsley Public Library. Responsible for generating and distributing list of restricted Homecard patron accounts to other Homecard libraries.
- Other Duties
  - Monitors and maintains the schedule for the Community Meeting Room in accordance with the library's meeting room policy, and keeps the online calendar up to date. Trains users of the Community Meeting Room in the use of meeting room equipment.
  - Manages art installations in the library, including booking.
  - Responsible for at least of one opening shift and two closing shifts a week, including opening/closing the building, doors, cash registers, windows and open/close the safe.
  - Other duties as assigned.

### **Working Conditions**

- 40 hours per week, Tuesday through Saturday, with evening hours as required.
- Duties may require intermittent light to moderate physical effort in carrying, lifting, or moving light weight materials or equipment.
- Shelving duties include bending and kneeling on the floor. Other duties may require accessing materials above 5'.
- This position requires a mix of sitting, walking, and standing.

### **Disclaimer**

The information provided in this job description is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.