



COALINGA-HURON LIBRARY DISTRICT

Job Description

Huron Branch Assistant (1.0 FTE)

Position Summary

The Huron Branch Assistant receives oral and/or written instruction from the Huron Branch Specialist. Duties include assisting in selection of material for purchasing. Assisting patrons in the selection of books and materials; researching and locating reference information and linking material into the computer system. This position is responsible for branch operations in the absence of the Branch Specialist.

This position reports to the Director of Library Services.

Salary Schedule: Specialist I.

KNOWLEDGE, SKILL AND ABILITY

Ability to follow library policies and procedures; ability to work with computer applications; ability to operate standard office and library machines; proficiency, or ability to become proficient, in the operation of the Automated Circulation System.

WORKING CONDITIONS

Position may require attendance at meetings outside of the District.

- A. Requires working weekends and/or evenings.
- B. Requires ability to use physical strength and agility on a continual basis, including lifting objects frequently weighing up to 30 pounds, and may require constant standing.

DUTIES AND RESPONSIBILITIES

- ❖ Assists in keeping circulation current, by weeding of materials and proper shelf technique,
- ❖ Tallies daily statistics.
- ❖ Collects overdue and lost material payments; counts and balances all monies received.
- ❖ Assists patrons in the selection, research and location of reading and reference materials.
- ❖ Assists with library tours and programs.
- ❖ Assists in the preparation of displays.

- ❖ Assists in organizing seasonal and special events, area organization and decoration.
- ❖ Establish and maintain orderly conduct that is conducive to the use and enjoyment of all library patrons.
- ❖ Provides coverage of the circulation desk.
- ❖ Runs pull list and pull holds.
- ❖ Processes library materials.
- ❖ Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or equivalent plus 1 year prior clerical experience.