

# Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

**JOB TITLE:**

LIBRARY ASSISTANT

**DEPARTMENT NAME:**

SHERBORN LIBRARY

**FLSA STATUS:**

Exempt: \_\_\_\_\_  
Non-Exempt: X  
Hours worked per week 8

**EMPLOYEE TYPE:**

(see General By-Laws Personnel Administration Plan for definitions)  
Salaried \_\_\_\_\_ Regular Part-Time \_\_\_\_\_ Casual Part-Time \_\_\_\_\_  
Regular Full-Time \_\_\_\_\_ Supplemental Part-Time X Temporary \_\_\_\_\_

**REPORTS DIRECTLY TO (INDICATE JOB TITLE):**

CIRCULATION SUPERVISOR

**I. JOB SUMMARY - Briefly describe the primary function of this job.**

The Library Assistant position assists the Library staff with the daily operations of the Library and serves as the point of contact at the main circulation desk.

**II. JOB DUTIES - List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.**

1. Assists with the day-to-day circulation desk operations. Staffs the Library circulation desk by performing customer service duties such as: managing the network circulation of materials and interlibrary loan to registered patrons, shelving, retrieving requested materials from the stacks, answering and directing telephone calls, addressing patrons' questions about the Library and its services, assisting with public access of office equipment and devices, contacting patrons for reserved and overdue items, running the expired holds list and collecting and recording fees for damaged materials. Physical stamina and mobility is required to handle Library materials and maintain daily circulation duties. Receives and helps to resolve staff and patron-related circulation issues and concerns.
2. Staffs Children's circulation desk and assists in the Children's Wing as needed.
3. Provides reference assistance to patrons by consulting the online catalog and basic reference sources. Directs requests for reference service to the appropriate Librarian on duty.
4. Works with Assistant Director and Circulation Supervisor to train and instruct Student Library Aides and volunteers on daily circulation tasks.
5. Helps to manage the overall material inventory, including maintaining the new adult materials. Participates in ongoing inventory maintenance projects, such as shelf-reading and de-selection projects. Helps to maintain and organize Library materials and supplies as needed. Assists the Technical Services Librarian with processing materials for circulation as needed.
6. Participates in the planning and implementation of Library programming as needed. Coordinates and communicates with staff and public regarding programs.

**III. EDUCATION, TRAINING & EXPERIENCE - Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.**

Bachelor's degree is preferred.

Superior organizational skills, oral, written, and interpersonal communication ability; exceptional customer service experience is preferred.

Attention to detail is necessary for performing circulation assistance and maintaining accurate records.

A familiarity with the use of computer hardware and basic software programs is desirable.

**IV. COMMUNICATIONS & CONTACTS** - List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates).

Contact	Purpose	Frequency
Library Staff	Coordination of services, collection and programs	Weekly
Local Civic & Community Groups	Coordinate programs and services	Regularly

**V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES** - Describe the function(s) over which this job has direct accountability and authority.

**VI. WORK ENVIRONMENT:** Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.

The Library is a public building and office work environment. The general public of all ages has access to three levels of the facilities, including book collections and meeting rooms. Physical stamina and mobility is required to handle Library materials and maintain daily circulation duties. All staff have the responsibility of interacting with the public, upholding all Library policies voted on by the Board of Trustees and following guidelines outlined in the emergency procedure manual. Ability to work 8 hours per week, including night and weekend shifts.

**VII. REPORTING RELATIONS** - Attach an organizational chart if possible indicating where this job fits in the department's operations.

Attached

The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUPERVISOR'S/MANAGER'S SIGNATURE:

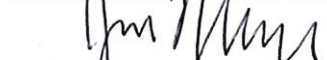
DATE:



9/21/2023

TOWN ADMINISTRATORS SIGNATURE:

DATE:



9/29/23

PERSONNEL BOARD SIGNATURE

DATE:



9/19/23

COMMENTS: