



**THORNTON PUBLIC LIBRARY**  
*We have mountains for you to explore.*

## **JOB DESCRIPTION - LIBRARY ASSISTANT**

**Summary:** The Thornton Public Library is both a public and school library. The Library Assistant has responsibility for staffing the circulation desk and assisting with Library services under the direction, supervision, and review of the Library Director. The Library Assistant assists patrons in the use of Library resources and equipment and performs routine clerical duties related to the operation of the Library.

### **Circulation-Related Duties:**

- Perform tasks at the circulation desk using the Follet Circulation Operating System, including checking library books in and out, registering patrons for borrower's cards, renewing materials, taking reserve requests
- Catalog Materials into the NHSL System
- Create MARC Records as needed
- Manage book club's monthly reading list
- Inform patrons of the services provided by the Thornton Public Library
- Assist patrons in location and use of print and non-print resources
- Monitor use of the library
- Shelve library materials and maintain collection in proper order, display materials, and retrieve specially requested materials
- Participate in collection maintenance projects
- Process interlibrary loan requests and returns
- May be responsible for, or will assist with, planning, implementing, and promoting programs
- Assist patrons in the use of the online catalog and databases

### **Clerical Duties:**

- Maintain patron barcodes
- Assist in processing of new materials, making items available for patrons. This can include cataloging and preparing materials for shelving.
- Filing
- Monitor copiers/scanners, faxes, and 3D printers
- Assist patrons in the operation of equipment, including 3D printer
- Collect donations for use of copiers, fax, printers, scanners or lost/damaged books
- Assist in maintaining the appearance of the library, including preparation of bulletin boards and displays and light cleaning
- Contact patrons who have materials waiting to be picked up
- Answer telephone and provide routine information or refer call to Library Director

### **Service Related Duties:**

- Read to patrons/groups that come to the library
- Assist with school activities as requested by the Library Director

### **Qualifications:**

- High School Graduate or GED

Minimum of two (2) years of library or other relevant experience  
Ability to operate audio-visual equipment, computers, and various office machines  
Ability to communicate effectively both verbally and in writing  
Ability to interact with adults and students effectively  
Ability to use independent judgment in applying library policies and procedures  
Must be adaptable to performing in stressful situations  
Typing/keyboarding skills (40+ wpm)  
Skill with MicroSoft Word and Excel  
Ability to be organized and flexible  
Ability to work well as part of a team and maintain effective working relationships with co-workers, the general public  
Ability to exert up to 35 pounds of force frequently to lift, carry, push, pull, or otherwise move objects, including but not limited to tubs of books and other library materials

**Terms of Employment:**

This is a part-time, 20-hour/week position.

Flexibility to work more hours may be requested.

Early evening hours may be requested.

Schedule of workdays and pay rate are set by the Library Director and Board of Trustees to accommodate the needs of the library

Paid holidays if they occur on assistant's regular work schedule