

POSITION: LIBRARY ASSISTANT II
LEVEL: GRADE 10 \$15.42 - \$23.00
DEPARTMENT: LIBRARY

FUNCTION: Responsible for handling questions from the public in the Special Collections department at the Main Library, handling local history and family research queries, helping in the Reference department as needed, and all other related services.

SUPERVISION RECEIVED: Works under the supervision of the Librarian III.

SUPERVISION EXERCISED: May supervise VT - Library Assistant I.

DUTIES: Greets and assists visitors with History Room registrations; advises patrons of Special Collections policies, procedures, resources, and services; monitors use of materials and equipment, provides assistance as needed.

Maintains orderliness of History Room; shelves circulated items; assists with preservation of historical materials and regular cleaning of equipment.

Records daily statistics for circulation of Special Collections materials in departmental logs and in the library automation system.

Provides assistance with onsite and remote (telephone, email) Special Collections reference queries regarding area history, genealogy, historical materials and related resources; regularly updates status of assigned entries in departmental reference log.

Assists Special Collections Librarian and Curator with collection management, including: production of labels for books, boxes, and permanent installation of art work; modification and creation of catalog records and collection inventories; and assistance in hanging art work, as needed.

Performs other tasks as assigned.

QUALIFICATIONS: High school diploma or GED equivalent required. Two years of college or appropriate public library experience with an automated library system preferred. Individuals must possess working knowledge of library principles, methods and procedures; good communication skills with the ability to deal tactfully with others; attentive to detail, good judgment, good physical condition, ability to type at least twenty words per minute. Knowledge of local history, basic genealogical research and archival principals preferred. Contributes to the smooth operation of daily functions by completing assigned projects without ongoing supervision. Establishes and maintains harmonious working relationships with others.

SPECIAL REQUIREMENTS: Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

TOOLS AND EQUIPMENT USED: Library computer system; personal computer; microform machines; calculator; paper cutter, copy and fax machines; telephone.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perceptions, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally quiet.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employer and is subject to change by the employer as the needs of the employer and requirements of the job change.