



MARSHALL-LYON COUNTY LIBRARY	
Position Title: Collection Assistant	Revised: December 2016

Job Class: Part-Time; Non-Exempt

Pay Range: Starts at \$10.48/hour

Position Summary: Under direct supervision, this position focuses on Collections, making sure:

- Materials are readily-available, easy to find and where they are supposed to be
- The stacks and browsing areas are neat, clean and well-stocked
- Customers get the help, information and materials they need

Supervisory Relationships: This position works under the direct supervision of the Public Services Manager with guidance from the Collection Services and Children's librarians. There are no supervisory responsibilities with this position.

Essential Functions

- Processes and moves materials:
 - Prepares new materials for the shelves
 - Withdraws materials from the collection
 - Checks in / processes magazines and newspapers
- Helps with collection-based projects such as shifting, shelf-reading and working with inventory and other lists.
- Keeps the collections and display areas looking neat, clean and stocked.
- Performs basic circulation duties:
 - Checks materials in and out
 - Registers and renews library cards
 - Helps with delivery and holds
 - Explains basic circulation policies and procedures
- Provides some non-desk customer service help:
 - Answers directional and operational questions, as knowledge allows
 - Helps customers find materials
 - Brings customers to staff who can help further
- Performs basic opening and closing duties, as assigned
- Shelves materials when volunteers are unavailable

Required Knowledge and Skills

- General knowledge about how public libraries are organized
- Alphabetical and numerical sequencing and sorting skills, regardless of complexity
- Basic computer skills such as keyboarding and data entry
- Skill and willingness to learn new things and adapt to an ever-changing environment
- Personable, pleasant demeanor and great customer service skills
- Organizational abilities, both creating good organization and keeping things well-organized

Minimum Qualifications

- Be at least 16 years of age
- Able to work at least 10 hours a week; some flexibility in days/time can be scheduled
- Able to work some evenings and/or weekends

Working Environment and Physical Requirements

- Work is mainly performed on a public floor in a library environment and involves regular contact with the public.
- Position requires a great deal of movement with very little sitting; almost every shift will involve standing, walking, bending, squatting, reaching, carrying, climbing, pulling and/or pushing:
 - Be able to carry 25-30 pounds
 - Be able to pull/push 50-60 pounds
 - Climb up and down a stepstool or step ladder