

City of Mount Vernon- Library Assistant

Kind of Work

This is work involving the performance of circulation and customer service activities.

Examples of Work

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.) Charges, discharges, and renews library materials to customers; answers telephones and transfers calls to appropriate personnel; directs reference questions to appropriate staff; assists patrons with directional questions; makes changes change for copy machine; sorts and distributes printed materials; issues and renews library cards; prepares daily statistics for cash register deposits; monitors and requests library, office, and janitorial supplies; removes, sorts, and distributes expired reserve materials; charges damaged materials to appropriate locations for mending or discarding; recommends titles and authors to customers; mends damaged materials; assists customers with basic computer applications; researches and orders new library materials; prepares new materials for circulation; repairs damaged materials; orders books and materials through InterLibrary Loan; bills customers for ILL items; performs other related duties as assigned.

Essential Requirements of the Work

Some knowledge of professional library principles, methods, materials and practices; some knowledge of books and authors, periodicals and reference media; ability to use automated library systems and other forums of technology; ability to conduct online searching and use other office automation tools; ability to establish and maintain effective working relationships with other employees and library patrons; ability to communicate effectively, both orally and in writing.

Compensation: \$10/hour

Time Requirement: not to exceed 30 hours per week

Preferred Pathway: no preference

Number of Openings:

Desired GPA: 2.5