



## Niles Public Library District

### Job Description

Job Title: Assistant  
Department: Adult Fiction and Audiovisual Services  
Reports To: Adult Fiction and Audiovisual Services Supervisor  
Classification: Grade 5  
Status: Non-exempt

#### **JOB SUMMARY**

Under the direction and supervision of the Adult Fiction and Audiovisual Services Supervisor, the Assistant is responsible for providing support to Adult Fiction and Audiovisual Services Librarians. The work includes providing patron and staff assistance, including Advisory and Reference services at the department public service desks.

#### **DUTIES AND RESPONSIBILITIES**

##### **A. Essential Functions**

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
5. Assists patrons and staff with Fiction and Audiovisual Services Department needs, including Readers', Listeners', and Viewers' Advisory service to patrons.
6. Effectively markets the collections and the services of the Fiction and Audiovisual Services Department.
7. Assists department librarians and supervisor as needed with clerical tasks.
8. Accurately records statistics.
9. Demonstrates a patron-centered attitude.
10. Available to work a flexible schedule that includes evenings and weekends.
11. Attends staff meetings, conferences and educational opportunities as appropriate to the position and within the budget.

##### **B. Secondary Functions**

1. Performs other duties as assigned by the Adult Fiction and Audiovisual Services Supervisor.

#### **REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS**

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.

3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Ability to demonstrate basic computer skills using Microsoft Office products.
5. Ability to be flexible and adaptable to new situations.
6. Ability to read books, watch movies, and listen to music in a wide variety of genres.
7. Ability to use reference sources and personal knowledge to discuss and recommend library materials to staff and patrons.
8. Ability to troubleshoot.
9. Ability to represent the Library in a professional manner.

### **PHYSICAL DEMANDS**

1. Work includes prolonged sitting as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctible vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds.
3. Must park in designated areas.
4. Reasonable accommodation to these requirements will be made as needed.

### **EDUCATION, EXPERIENCE, AND TRAINING**

1. Bachelor's Degree.
2. Ability to work in a public service environment.
3. Knowledge of popular fiction authors, musical artists, and film actors.
4. Any combination of education, experience, or training that satisfies the requirements of the position.

### **ADDITIONAL REQUIREMENTS**

1. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The Niles Public Library District is an at-will employer. This means that employment can be terminated at-will by the Library or employee and such termination can be made with or without notice.