

Lower Umpqua Library District  
Position Description  
Substitute Library Assistant

Position Overview: **Substitute position without regular hours**

This is a substitute position, so the employee would work when a regular staff member has time off, for example due to illness or vacation.

Under the supervision of the Lower Umpqua Library Director/District Manager, performs various administrative and patron-oriented tasks in support of the Library's mission to the community. Compile records, sort and shelve books, and issue and receive library materials such as books, DVDs, CDs, and other media. Locate library materials for loan and replace material in shelving area, stacks, or files according to identification number and title. Register patrons to permit them to borrow books, periodicals, and other library materials.

Primary responsibilities are:

- Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas
- Locate library materials for patrons, including books, periodicals, audio books, local history, and DVDs
- Enter and update patrons' records on computers
- Lend and collect books, periodicals, DVDs, and other materials at circulation desk
- Instruct patrons on how to use reference sources, library catalog, and automated information systems
- Inspect returned items for condition and due-date status, and compute any applicable fines
- Provide assistance to the Library Director in the maintenance of collections of books, periodicals, magazines, newspapers, audiovisual and other materials
- Take action to deal with disruptive or problem patrons
- Maintain records of items received, stored, issued, and returned
- Perform clerical activities such as filing, typing, word processing, photocopying, and mailing out material, and mail sorting
- Send out notices and accept fine payments for lost or overdue books
- Operate and maintain audiovisual equipment
- Select substitute titles when requested materials are unavailable following criteria such as age, education, and interests
- Repair books, using mending tape, paste, and brushes
- Facilitate the acquisition of books, periodicals, and audiovisual materials by checking prices, figuring costs, and preparing appropriate order forms
- Assist in the preparation of book displays
- Supervise volunteers and student assistants

- Register new patrons and issue library cards that permit patrons to borrow books and other materials
- Process new materials including books, audiovisual materials, games, puzzles, and computer software
- Prepare, store, and retrieve classification and catalog information, lecture notes, or other information related to stored documents, using computers
- Other duties as required

Supervision Received: Receives general supervision and policy advice from the Lower Umpqua Library Director

Supervision Exercised: May supervise volunteers

May include evening hours during once per month board meetings

Required Knowledge Skills, and Abilities:

- Ability to read, write, and speak English
- Ability to organize work
- Ability to understand library policies, rules, and procedures
- Ability to interact courteously to other staff and volunteers, the Library's business contacts, and the general public

Physical Requirements:

- Ability to perform duties in an office environment
- Ability to work in an environment subject to continuous interruptions and background noise
- Ability to view a computer screen and operate a keyboard for extended periods of time
- Ability to move and/or lift materials up to 30 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Regularly required to talk and hear; use hands to operate objects, tools, and controls; and reach with hands and arms
- Vision and hearing at, or correctable to "normal ranges"
- Ability to read printed information on computer screens
- Ability to communicate effectively with individuals in person, over the telephone, via social media, and via the printed word
- Ability to file books, periodicals, reports, notebooks, etc. on shelves ranging from one to seven feet from the floor
- Ability to work flexible hours during all hours of public operation
- Ability to travel to attend meetings and training sessions both inside and outside the Lower Umpqua Library District