



# Library Assistant: Acquisitions Coordinator Job Description

**Summary:** The Library Assistant, under supervision of the Public Services Manager, is responsible for circulation duties and assists the Collections Department with acquisitions and computer entry at the Bob Herzfeld Memorial Library in Benton, AR. This is a full-time, 40 hours per week position.

**Qualifications:** High School Diploma plus 2 years of customer service experience. The successful applicant needs to be friendly, outgoing, adaptable to change, detailed-oriented, and committed to providing excellent service in a public library environment.

## **Required Knowledge, Skills, and Abilities:**

- Candidate should be computer literate and willing to learn new technologies
- Knowledge of popular reading materials, movies, and music
- Must like working with people and able to cooperate with other staff
- Position requires walking and standing for long periods. Requires light lifting and carrying of up to 40 pounds.
- Accuracy in clerical skills such as typing and barcode scanning
- Able to work a flexible schedule, including nights (until 8:00 p.m.) and Saturdays
- Familiarity with data entry, online purchasing procedures, and maintaining accurate records
- Flexibility and willingness to adapt in order to serve needs of library and its patrons

## **Responsibilities:**

- Checks materials in and out using barcode scanner
- Registers patrons for new cards and enters data into system accurately and efficiently
- Assists patrons in locating materials and provides reader's advisory assistance
- Familiarizes self with library policies and adheres to them
- Monitors patron behavior and enforces library code of conduct
- Assists the Collections Department by entering library materials information such as title and price into the catalog
- Answers telephone and assists patrons with renewals, lost items, and materials or services questions
- Acquires library materials and supplies for all departments
- Ensures delivery and receipt of all ordered materials and supplies
- Maintains accurate records of all orders