

Carbon County Library System Job Description

Position Title: Library Assistant
Position Hours: Part-Time, up to (20 hours/week)
FLSA Status: Non-Exempt
Department: Circulation
Reports To: Library Branch Manager
Supervises: n/a

SUMMARY

The Library Assistant II performs front line library services interacting directly with the public. Provides reference services in person, over the phone, or electronically by researching and assisting customers in the use of the online catalog, reference materials, internet, databases, etc.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. CIRCULATION & INFORMATION DUTIES

- a. Performs customer transactions including but not limited to: check-outs, discharges, renewals, holds and Inter-Library-Loans using the automated library system; as well as new card registrations and routing of on-shelf items as needed.
- b. Provides reference assistance in person, over the phone, or electronically by researching and assisting customers in the use of the online catalog, reference materials, internet, databases; in a timely manner.
- c. Correctly shelves library materials using the assigned classification systems, and maintains library collection as per library procedures.
- d. Conducts financial transactions at the circulation desk (fines, sales, donations, replacement costs, etc.) and keeps appropriate records.
- e. Assists customers in the use of printers, copiers, fax machine; and assists with basic computer usage.
- f. Assists customers with accessing digital catalog and digital library materials.
- g. Manages meeting room reservations, collects appropriate fees, and keeps records as needed.
- h. Provides and maintains a high customer service standard, greets customers and provides community information as required, in a timely manner.
- i. Performs general housekeeping tasks such as dusting, sweeping, vacuuming, and cleaning up after customers, as needed.
- j. Promotes library events and programs within the system and state.

2. GENERAL DUTIES

- a. Performs opening and closing duties including locking/unlocking building doors, turning equipment on/off, handling daily cash drawer, emptying book drop. Participates in all daily service and support operations within a library branch.
- b. Performs general housekeeping tasks such as dusting, sweeping, vacuuming, etc. as needed.

3. ALL STAFF DUTIES

- a. Maintains professionalism and high customer service by exercising tact, diplomacy, and courtesy at all times, and by observing customer confidentiality.
- b. Committed to carrying out current policies, procedures, and directives.
- c. Maintains open and professional communication with all library system staff members and Executive Director. Communicates work progress, problems, and issues as appropriate, following established channels of communication.
- d. Works with other members of the staff in a cooperative and cordial manner.
- e. Follows directions and works without close supervision.
- f. Willingness to work flexible schedule and to provide back-up coverage as needed.
- g. Attends mandatory all-staff meetings.
- h. Seeks out educational opportunities and attends training as approved.
- i. Recognizes that positive organizational change is essential to a healthy library system.
- j. Performs other duties as assigned.

MINIMUM REQUIREMENTS

- a. Associate degree or equivalent.
- b. Intermediate computer knowledge.
- c. Excellent customer service skills.

PREFERRED QUALIFICATIONS

- a. Bachelor's degree.
- b. Previous library experience.
- c. At least one year of experience working with the public.

PHYSICAL EFFORT AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl and reach with hands and arms. The employee is frequently required to talk and hear.

The employee is required to sit; use hands to finger, handle, or feel.

The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and color vision.

Flexible schedule (evening and day shifts) is necessary.

NONCONTRACTUAL

Nothing in this position description should be construed as an employment contract. The Carbon County Library System Board of Directors reserves the right to modify salaries, schedules, contributions to health insurance programs, and other benefits programs.