

Floating Assistant

FLSA Classification: Non-Exempt

Library Classification: Regular Part-Time

Reports To: Varies by Duties, Library Director

Supervises: Volunteers

Regularly scheduled evening, weekend, and holiday work is expected.

General Statement of Duties

The Floating Assistant is expected to perform a variety of library circulation and customer service procedures with a heavy concentration of public contact, in addition to materials processing, program set up, and other duties.

The following are indicative of the primary areas of responsibility, but do not include all possible categories of duties. The percentage of time spent in each category will depend on the library's needs.

Circulation Services

- Provide circulation services
- Provide technology help-desk support to patrons
- Resolve patron complaints
- Market library items, services, and programs
- Participate in regular professional development
- Shelf physical items
- Supervise circulation volunteers

Technical Services

- Cover books with adhesive and Mylar covers
- Put spine label stickers and other identification marks on physical library items

Programming

- Greet and assist event participants
- Prepare materials for events
- Set up and break down for events

Experience and Training

Required:

- High School Diploma or equivalent

Preferred:

- Bachelor's degree or equivalent certification
- Some library work experience

The education requirement may be met by an experience equivalency where one month of full-time relevant work experience in a library equals one month of education.

The experience and education requirements may be waived at the discretion of the library director.

Physical Requirements

The following physical requirements are representative of those that should be met to perform this job. Reasonable accommodation will be made for disabilities.

- Ability to communicate effectively
- Ability to cope with the mental and physical stress of the position
- Ability to lift forty pounds and carry it across the library
- Ability to reach items on the top and bottom shelves