



## LIBRARY ASSISTANT – OUTREACH Position Description

Pickaway County Library  
Last updated 10/2018

**DEPARTMENT:** Outreach

**REPORTS TO:** Outreach Team Lead

**FLSA:** Non-Exempt

**RANGE:** 3

### **POSITION SUMMARY**

Under direct supervision, provides bookmobile and/or home delivery services to Pickaway County residents.

### **DUTIES**

1. Delivers materials to patrons outside Pickaway County building locations via library bookmobile or additional motor vehicle.
2. Provides customer service including reader's/viewer's advisory and circulation functions such as checking in and out materials.
3. Works with patrons to resolve issues related to lost, damaged, or overdue materials and/or resulting fines and fees.
4. Responsible for day to day upkeep of library vehicles; reports issues related to the upkeep and maintenance of library vehicles to the Outreach Team Lead in a prompt fashion.
5. In conjunction with Outreach Team Lead, schedules visits and stops to best utilize library resources.
6. Exhibits working knowledge of library policies, procedures, and operations.
7. Utilizes e-mail, voicemail and other library technology to maintain open channels of communication.
8. Demonstrates a positive attitude and supports library goals and objectives.
9. Performs additional duties as assigned including serving on task forces, committees, etc.

**MINIMUM QUALIFICATIONS**

- High school diploma or GED
- Ability to handle confidential information with discretion and to remain calm in stressful situations
- Proficiency in the use of common computer software programs and the ability to use library-specific software

**PREFERRED QUALIFICATIONS**

- Bachelor’s degree
- Experience working in a public library

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Ability to operate standard office equipment, daily
- Ability to lift and move up to forty (40) pounds, sometimes
- Ability to push book trucks with up to 150 pounds of materials on them, sometimes
- Ability to perform repeated reaching, bending, climbing and squatting, daily
- Ability to sort and file materials accurately in alpha-numeric order
- Ability to work in a team setting
- Requires availability for extended hours as needed
- May require evening and weekend hours as needed
- Requires periodic participation and attendance at events and trainings
- Requires ability to travel to off-site locations and operate library vehicles

By signing below, I signify that I understand the responsibilities of the position, meet the minimum qualification, and am capable of meeting the required duties:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date