



LIBRARY ASSISTANT – ADULT SERVICES

Position Description

Pickaway County Library
Last updated 3/2017

DEPARTMENT: Adult Services

REPORTS TO: Adult Services Coordinator

FLSA: Non-Exempt

RANGE: 3

POSITION SUMMARY

Under direct supervision, provides customer service to patrons at the information desk, teen services, and computer lab, including reader's advisory, reference services, and programming focused towards teens and adults.

DUTIES

1. Provides reference and reader's/viewer's advisory to patrons.
2. Works with the Collection Development Coordinator and Adult Services Coordinator to perform collection maintenance duties as assigned.
3. Assists patrons with the use of public computers and the library public access catalog (PAC).
4. Researches, plans, and implements programming to adults and teens.
5. Performs circulation activities, including checking in and out materials, processing cargo deliveries, registering library cards, and handling fine payments as needed.
6. Maintains personal skills to assure quality of service in areas of library collections, technology, reference, reader's/viewer's advisory and circulation.
7. Exhibits working knowledge of library policies, procedures, and operations.
8. Utilizes e-mail, voicemail and other library technology to maintain open channels of communication.
9. Demonstrates a positive attitude and supports library goals and objectives.
10. 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
- Ability to deliver programs and to speak before groups

PREFERRED QUALIFICATIONS

- Bachelor's degree
- Experience working in a public library
- Working knowledge of traditional and electronic resources related to public service in a library setting including web sites, social media platforms, and databases

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Ability to operate standard office equipment, daily
- Ability to lift and move up to forty (40) pounds, occasionally
- Ability to push book trucks with up to 150 pounds of materials on them, daily
- 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
- Requires evenings and weekends
- Requires periodic participation and attendance at events and trainings
- Requires ability to travel to off-site locations

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