

Henderson County Public Library District

Library Assistant

Job Description

JOB SUMMARY:

Library Assistants are responsible for providing quality services to the public. They assist patrons in a friendly and a timely manner both in person and by telephone. They must follow ALA principles and guidelines as they pertain to censorship and confidentiality.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Maintain good relations with public and staff.
- Follow library policies and procedures consistently.
- Use library automated system to check materials in/out, process holds, register new borrowers, and collect fines/fees.
- Assist patrons with the use of library equipment, including the online catalog, public computers, and copier.
- Assist patrons with reference and readers' advisory questions.
- Assist patrons with locating material.
- Assist with opening and closing procedures of the library.
- Assist in keeping the library neat and orderly.
- Attend and participate in meetings and workshops as appropriate.
- Perform other duties as assigned.

SECONDARY DUTIES AND RESPONSIBILITIES:

- May assist in the physical processing of library materials and with collection maintenance.
- May assist with meeting room preparation.
- May assist in minor repair of damaged materials.
- May assist with activities related to the retrieval of overdue materials, including preparing/sending notices.

PHYSICAL REQUIREMENTS:

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The employee is regularly required for the majority of the day to stand; sit; walk; use hands to

finger, handle, or feel objects, tools or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

EDUCATION AND EXPERIENCE REQUIRMENTS:

- Must be at least 18 years of age and have a high school diploma or GED.
- Public library experience strongly preferred.
- Working knowledge of computers required.

KNOWLEDGE SKILLS AND ABILITIES:

- General knowledge of the library's services and collections.
- Excellent written and verbal communication skills.
- Ability to multi-task and work with frequent interruptions.
- Knowledge of and commitment to excellent customer service.
- Ability to work cooperatively and interact with people of varying personalities and ages in a variety of situations.
- Ability to understand and follow oral and written instructions.
- Ability to quickly and accurately sort by alphabetical, numerical, chronological, or Dewey Decimal order.
- Flexible, adaptable, and able to flourish in a changing environment.
- Cross-training in order to perform other duties and responsibilities is required.

WORK SCHEDULE:

This is a part-time position. Varied schedules may include mornings, afternoons, evenings and weekends. Dependability and diligent attendance are required.

SUPERVISORS:

Circulation Manager, Assistant Circulation Manager, Library Director and Assistant Director