

LIBRARY ASSISTANT

NATURE OF POSITION

Performs a variety of duties, usually of a routine clerical nature, under the direction of a supervisor. This is a public service position which requires interaction with the public. Supervision is provided by the Sr. Library Assistant, Circulation Supervisor, Department Head or Managing Librarian, depending on the assignment. Work is learned through on the job training.

ESSENTIAL FUNCTIONS: REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Promote and further the purpose and objectives of the Bay County Library System.

Work with patrons, co-workers and supervisors in a manner that is positive, supportive and cooperative and in the best interest of the library.

Be proficient in the application and operation of appropriate hardware and software for the automated circulation system.

Become proficient in the operation of equipment in performance of duties, i.e. computers, multi-line telephone, fax, microform and other machinery as appropriate.

Learn and perform appropriate functions with information technology, including Internet.

Supervise the work of Library Pages, part-time and substitute employees.

Interpret library policies, procedures and services to the patrons clearly and correctly.

Bend, twist, lift, and to interfile books and other library materials on shelving units up to 90" in height, transport books and a-v materials from one location to another.

Carry books, magazines, and audio visual equipment weighing up to 25 pounds on a regular basis, and be able to push carts holding similar materials throughout the work site.

Follow directions and perform required responsibilities.

Work and accomplish responsibilities effectively under pressure.

Communicate clearly and effectively.

Alphabetize efficiently, and accurately count and calculate numbers.

MINIMUM QUALIFICATIONS

High school diploma or its equivalent.

Some typing ability.

Keyboard or Computer experience or classes.

EXAMPLES OF POSITION RESPONSIBILITIES

(Any one position may not require all of the responsibilities listed, nor do the listed examples include all tasks which may be necessary in positions of this class.)

-May supervise and direct the work of library pages, part-time and substitute employees, and may occasionally be in-charge of department or branch.

-Prepare circulation computers and terminals for staff and public access functions.

-Prepare cash register for daily operation, count money, prepare deposit slip & report.

-Perform patron circulation functions, e.g. process materials check-out and returns, place holds.

-Answer telephone and direct calls to proper stations.

-Assist patrons with library directions, location of library materials, On-line Public Access Catalog, photocopier, microform reader printers, and other patron access equipment, including basic Internet access.

-Answer simple reference questions using basic reference tools in both print, non-print and electronic formats, e.g. City Directories, Encyclopedias, Dictionaries, Reader's Guide, Books in Print, and the Internet. Run and process circulation function reports and lists on the automation system.

-Keep statistics and circulation records as needed.

-Process and maintain materials, e.g. periodicals, newspapers, microforms, paperback books.

-Order, process, and maintain special collections, e.g. college catalogs, telephone directories, vertical file materials.

-Keep rotation of materials current.

-Assist in daily interlibrary loan clerical procedures including title searches.

-Assist in setting up displays and bulletin boards.

-Order and maintain supply cabinet and supplies.

-Mend repairable books and materials and prepare appropriate materials to be sent to the bindery.

-Alphabetize and file as needed.

-Attend workshops which pertain to job responsibilities.

-Serve on system-wide committees as appropriate.

-Coordinate system activities within the Branch as assigned.

-Perform related work as required.