

**SENIOR LIBRARY ASSISTANT – ACQUISITIONS DEPARTMENT  
JOB DESCRIPTION**

**NATURE OF POSITION**

This is a support service position which requires interaction with the staff and public. Position functions as a support staff team member in the Acquisitions Department, performing clerical tasks and related services under the direction of the Department Head and Administration. Supervises library assistants and part-time staff.

**ESSENTIAL FUNCTIONS: REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Promote and further the purpose and objectives of the Bay County Library System as stated in the Bay County Library System Policy and Procedure Manual.
  
- 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 operation of equipment in performance of duties, i.e. computers, multi-line telephone, fax, photocopy and other machinery as appropriate.
  
- Perform computerized clerical functions as required by specific assignment.
  
- Train and supervise the work of Library Assistants, pages, part-time and substitute staff.
  
- 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 and repetitive 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, utilizing good grammar.
  
- Alphabetize efficiently, and accurately count and calculate numbers.

## **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.)

- Train, supervise and schedule Library Assistants, pages, part-time staff and substitutes, and may be regularly in-charge of department.
- Assist in and supervise the activities relating to organizing, ordering, cataloging and processing library information resources, print and non-print.
- Prepare materials and records for addition to and withdrawal from collection, including holdings record maintenance on the database.
- Prepare, sort, unpack and coordinate the distribution of deliveries among all system outlets, and the Valley Library Consortium.
- Substitute in the absence of the Department Head of the Acquisitions Department.
- Alphabetize and file as needed.
- Receive and prepare preview books for viewing at selection meetings and prepare for return mailing.
- Prepare books for shipment to bindery, and receive and distribute them when returned.
- Receive and process memorials given to the library system.
- Attend workshops which pertain to job responsibilities.
- Serve on system-wide committees as appropriate.
- Perform related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or its equivalent.

Computer and keyboard training or experience.

Three years library experience with progressive library responsibilities, or an equivalent of appropriate course work and library related experience.