

Job Description

LIBRARY ASSISTANT - ACQUISITIONS DEPARTMENT

NATURE OF POSITION

This is a support service position which requires interaction with staff and public. The positions functions as a support staff team member in the Acquisitions Department, performing clerical tasks and related services. This position reports to the Acquisitions Department Head. Training will be provided.

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.
- Ability to work willingly, tactfully and courteously with the public.
- Ability to cooperate and work harmoniously with fellow staff members.
- Ability to become proficient in the application and operation of appropriate hardware and software for the automated circulation and acquisitions systems.
- Alphabetize efficiently, count accurately and handle mathematical figures.
- Ability to operate basic office machines; personal computer, electric typewriter, calculator, photocopier, fax machine, postage meter, etc.
- Ability to organize work and establish and follow work routines.
- Bend, twist, lift, and to interfile books and other library materials on shelving units up to 90" in height, transport books, a-v and other materials weighing up to 25 pounds from one location to another.
- Ability to follow directions and perform required responsibilities
- Communicate clearly and effectively, utilizing good grammar

EXAMPLES OF POSITION RESPONSIBILITIES

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

Responsibilities in the Acquisitions Department:

- In the absence of the Acquisitions Department Head and the Senior Library Assistant, this position may supervise and direct the work of library pages, part-time and substitute employees, and may occasionally be in charge of the department.
- Assist in 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.
- Assist in the library system's memorial book procedures.
- Assist in the bindery books procedures.

General Responsibilities:

- Attend workshops which pertain to job responsibilities.
- Serve on system-wide committees as appropriate and coordinate system activities as assigned
- Perform related work as required

MINIMUM TRAINING AND EXPERIENCE

High school diploma or its equivalent.

Computer and keyboard training or experience.

Business courses and related experience preferred.