

T. B. SCOTT LIBRARY

JOB DESCRIPTION

JOB TITLE: Library Assistant
STATUS: Non-Exempt
REPORTS TO: Department Head or Circulation Supervisor
DATE: December 2021

Position Summary:

Assists members of the public at all service points of the library—circulation, youth services, and adult services.

Principal Duties and Responsibilities:

May perform some, several, or all the following duties:

1. Assists library patrons with specific requests for information and/or assistance, including interlibrary loan and reader's advisory.
2. Assists with circulation of incoming and outgoing library materials; shelves library materials as needed.
3. Updates reference materials.
4. Provides assistance with library programs.
5. Regularly utilizes computers to perform essential duties.
6. Monitors public service area to provide patron assistance as required and to help avoid potential threats to safety and security.

Additional Duties and Responsibilities:

1. Recommends materials for purchase based on patron requests and usage.
2. Attends monthly staff meetings and departmental meetings as appropriate
3. Other duties as may be necessary to fulfill the responsibilities of this position, or as assigned by supervisor.

Work Relationships:

Reports to: Department Head or Reference and Circulation Supervisor

Supervises: None

Scope of Work Relationships: Continual contact with various patrons, visitors, staff and other agencies.

Performance Standards:

- Serves our patrons (students, parents, family members and the community at large).
- Follows all guidelines on confidentiality of records.
- Promotes the teamwork concept within the library.
- Accepts decisions and works enthusiastically toward achieving goals even when the decision does not conform to individual's personal opinion.
- Completes work in a timely manner while maintaining the quality, accuracy, reliability, and thoroughness of the work product.
- Is respectful and pleasant to patrons and co-workers.
- Follows library policies and procedures.
- Adapts to change as needed.

Knowledge, Skills and Abilities Required:

Education/Training: High school diploma required. Some education beyond high school recommended.

Experience: One year of previous related experience recommended.

Skills/Abilities:

- Has knowledge of library resources and reference materials.
- Demonstrates willingness to continue to learn and improve skills
- Uses common sense and problem-solving skills
- Demonstrates effective oral and written communication skills, with the ability to communicate and interact professionally with a wide variety of people, dealing effectively with both pleasant and difficult staff and patrons.
- Basic computer skills required.
- CPR training required (training provided).

Working Conditions:

Job Conditions/Work Location: Work is performed in a pleasant library environment with minimal chance for personal injury. Work hours are generally from 9:00 a.m. to 6:00 p.m., and include evening and weekend hours on a rotational schedule. Some evening meetings and occasional overnight, out-of-town travel may be required.

Physical Requirements: Prolonged sitting and/or standing required. Required to stoop, reach, climb ladder. Carry up to 30 pounds and push-pull up to 100 pounds.

Equipment Used: Ordinary office equipment such as copiers, system computer, telephone, calculator, etc. Specialized equipment such as microfilm and fiche reader/printers.

Employee Acknowledgement:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee's Signature

Date