

Appendix 12

TUCKER FREE LIBRARY

Job Title: LIBRARY ASSISTANT	Job Code: PART TIME
Department: LIBRARY SERVICES	Job Grade: Para-professional
Revision Date: 3/2009	HOURLY

Position Overview

Assists at the circulation desks and performs varied assigned general and clerical tasks.

Supervision Received

Works under the general supervision of the Library Director and the immediate supervision of the Assistant Library Director.

Supervision Exercised

Supervises community workers, as instructed.

Essential Job Functions

1. Responsible for efficient and smooth operation of circulation desks.
2. Responsible for issuing library cards to patrons who meet the requirements of the Library.
3. Handles incoming and outgoing telephone calls in a courteous, professional manner.
4. Catalogs books via computer.
5. Prepares items for circulation.
6. Repairs damaged items.
7. Shelves items.
8. Carries boxes to all parts of the building.
9. Assists patrons in the use of the Chair Lifts.
10. Performs other duties as assigned.

Physical Demands

Requires standing for long periods of time, lifting and carrying materials, reaching for materials on top and bottom shelves and constant use of stairs. Physical agility and stamina to lift up to 50 pounds in weight. Must be able to communicate well with patrons both in person and via telephone and electronic media. Must be capable of getting to all areas of the physical plant.

Preferred Qualifications

BA in library related discipline of education, training, skills and experience.

Minimum Qualifications

High School diploma. General office and computer skills or any combination of education, training, skills and experience relevant to the position.

Required Knowledge, Skills, Attributes & Abilities

1. General office skills.
2. Computer skills.
3. Oral communication skills.
4. Attention to detail.
5. Retentive memory.
6. Ability to project a welcoming persona.
7. Ability to interact well with others.
8. Adaptability and dependability to work well in a team situation.
9. Flexibility in emergency staffing situations.
10. Ability and willingness to learn new skills.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.