

PULASKI COUNTY LIBRARY SYSTEM

Job Title: LIBRARY ASSISTANT

Department: Public Services: Reference Services

Reports To: Public Services Coordinator/Library Director

Supervision Exercised: None

Supervision Received: Receives minimal instruction and supervision after initial orientation and probationary period. Under general supervision of Public Services Coordinator.

Classification (FLSA): Non-exempt: Part-time, 15hours/week.

Category: Paraprofessional

JOB SUMMARY: This position is responsible for performing paraprofessional duties of a routine nature in library public services work. Primary duties are providing assistance to the public; maintaining library materials; and assisting the public with library computers and reference needs. Evening and Saturday work required.

JOB REQUIREMENTS: The Library Information Assistant must possess at minimum a high school diploma; college experience is preferred with library experience or work experience in customer service and computer skills. Possess good oral and written communication skills and the ability to understand and follow oral and written instructions as well as basic math & computer skills.

PHYSICAL REQUIREMENTS: Frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 50 pounds. The position also requires constant use of the visual and auditory senses as well as dexterity and skill in office equipment.

Draft Date: August 2003

Final Draft: November 2003

Approved: November 25, 2003

Revised & Approved: March 29, 2011

JOB DUTIES AND PERFORMANCE STANDARDS

I. Information and Reference: Assist library patrons with reference and information services.

- Assist in keeping accurate statistics of reference/information services requested and provided.
- Provide assistance to patrons in the use of print, non-print and electronic library materials and the retrieval of information needed.
- Provide patrons with information on library policies/procedures, services, and programs both orally and by available printed materials.

II. Collection: Help to keep the collection accessible to patrons.

- Shelve returned materials.
- Straighten and read shelves and periodical and newspaper racks regularly.

III. Equipment: Monitor and maintain equipment in public areas used by patrons and staff.

- Check public-access computer terminals regularly throughout the working day.
- Check all equipment—photocopier, printers, fax machine - for proper operation replacing paper and ink cartridges as needed.
- Clean & straighten equipment, computer tables, reading tables and public area on regular basis.

IV. Library Facilities: Assist in keeping the Library clean, organized and attractive for patron use.

- Assist in keeping all public and staff areas neat and well-maintained.
- Promote library services and materials by assisting with attractive displays, bulletin boards and signs.
- As scheduled, open and close library facilities according to established procedures.

V. Circulation Services: Perform all of the functions of circulation following the established procedures per scheduled work hours.

- Work assigned Circulation Desk schedule during day, evening, and weekend hours of operation.

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VI. Professionalism and Confidentiality: Adhere to all library policies and standards of conduct.

- Understand and consistently implement library policies and procedures.
- Maintain confidentiality with all patron and staff transactions and activities.
- Share knowledge and assist other staff with day to day activities to promote effective teamwork to accomplish the goals of the Library.

VII. Training and Job Development: Responsible for continuing personal development and building knowledge of library skills and resources.

- Participate in training on new programs, technology or procedures.
- Maintain current awareness of library trends, developments and materials.
- Develop and set own personal goals for acquiring new skills and job growth.
- Attend staff meetings to discuss and resolve problems, discuss ideas for improvement and keep updated on library plans and activities.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all library policies and procedures.

Employee: _____

Date: _____

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by management as required. The Pulaski County Library System reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

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