

Senior Library Assistant

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled administrative support work overseeing library operations, assisting with programs and providing assistance to patrons, and related work as apparent or assigned. Work is performed under the moderate supervision of the Branch Manager or Public Service Manager. Limited oversight is exercised over assigned library staff and volunteers in absence of branch management. Active participation in the implementation of the library's Long-Range Plan is expected of all employees of Blackwater Regional Library as it relates to their job descriptions. Employees are expected to set and accomplish goals for job performance annually as part of the Long-Range Plan.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Essential Functions

Opens and closes library during normal hours; ensures alarm is properly activated
Assists patrons with circulation at front desk, via email and telephone; collects fines and fees; verifies monies collected; prepares and maintains related reports; makes copies; issues library cards; assists in locating materials; accepts and fills patron requests for materials
Checks books and other materials in and out for patrons; empties book drop and shelves materials
Schedules substitute library assistants and volunteers; trains new staff; assists in evaluating the performance of assigned personnel
May be in charge of branch operations in absence of management staff
Provides readers' advisory
Educates patrons on using databases and web page for school projects
Prepares a variety of monthly branch reports
Requests supplies and materials and verifies receipt; submits requests for required facility maintenance and repairs; contacts general services as needed for repairs to facility
Provides general clerical support; types and prepares various documents including correspondence, reports, etc
Accepts reservations for meeting room; forwards form to Branch Manager or branch designee for approval
Repairs materials as needed
Reads shelves to locate misplaced items; returns to appropriate location
May plan and present library programs; schedules performers
Assists in maintaining the appearance of the library
Assists with public relations and fundraising activities

Knowledge, Skills and Abilities

General knowledge of basic library procedures, methods and techniques; thorough knowledge of and interest in books and reader interest levels; thorough knowledge of the functional area to which assigned; thorough knowledge of the Dewey Decimal system and of the works of and names of authors; thorough knowledge of office procedures and records maintenance techniques; ability to meet the public with poise and self assurance, and to deal tactfully and courteously with library patrons; skill in the use of library equipment, materials and resources; ability to work independently or as part of a team; ability to interact with a diverse population; ability to establish and maintain effective working relationships with associates and the general public.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Education and Experience

Associates Degree with coursework in liberal arts, or related field, and moderate experience in library operations, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires standing, walking, climbing or balancing and stooping, kneeling, crouching or crawling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, and observing general surroundings and activities; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Possession of an appropriate driver's license valid in the Commonwealth of Virginia