

Library Assistant

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate administrative support work providing assistance to library patrons, and related work as apparent or assigned. Work is performed under the moderate supervision of the Branch Manager and Public Service Manager or Senior Library Assistant, as appropriate. Limited oversight may be exercised over volunteers. 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 facility during normal hours; ensures alarm is properly activated

Assists with circulation at front desk, via email and telephone; collects fines and fees; makes copies; issues library cards; assists in locating materials; accepts and fills patron requests for materials; places holds on materials and notifies patrons of arrival of reserved materials

Checks books and other materials in and out for patrons, empties book drop and shelves materials

Provides readers' advisory

Maintains daily count of patrons; prepares petty cash report; maintains accurate records and prepares associated reports on fees and fines collected; prepares and processes overdue notices

May order materials and supplies for the library

Assists patrons with computers and reference related questions; troubleshoots library computer issues

Assists in notifying patrons of upcoming programs and general library information

Assists with the preparation and presentation of Library programs

Picks up, sorts and distributes mail and newspapers

Scans in new magazines and deletes older publications

Assists with the deletion and rotation of materials

Receives and sends faxes and other correspondence

Constructs bulletin boards and sets up monthly displays; makes signs; distributes flyers

Accepts reservations for the meeting room; forwards form to Branch Manager or branch designee for approval

May assist with training of new library staff

Attends special in-service training programs

Participates in fund raising events; assists with volunteer coordination

Updates manuals as needed; repairs damaged items

Assists in the preparation and publication of the patron newsletter when needed

Orders and maintains tax forms

Assists in maintaining the appearance of the Library

Knowledge, Skills and Abilities

General knowledge of library procedures, methods, practices, equipment and techniques; general knowledge of and interest in books and reader interest levels; general knowledge of the library circulation functions; general knowledge of office procedures and records maintenance techniques; ability to exercise initiative and independent judgment; 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

High school diploma or GED required. Minimal experience in a library including public contact preferred.

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