

Meherrin Regional Library System Job Description

POSITION TITLE: Library Assistant I/ Part-time

REPORTS TO: Public Services Librarian or Senior Library Assistant

SALARY RANGE: \$8.44 – \$10.00

I. Position summary

Under supervision, performs major and varied paraprofessional and clerical duties to support library services and the entire library system.

II. Major Duties

Responsible for setting up the circulation area daily, and preparing for patrons throughout the day. Checks and verifies overdue items; send notices of fines and fees, maintains files and statistical information regarding circulation and patron requests, thus performs the full range of circulation duties including checking in and out library materials and shelving of materials, registering patrons for library cards, and calculating and collecting fines and fees. Assists patrons with faxes, copies, and computer usage. Helps maintain the collection, participates in collection development activities, displays, and programs. Assists in the training of staff and the implementation of new policies and procedures.

Employee must participate in staff development initiatives as directed by supervisors.

Performs other duties as required and/or assigned.

III. Knowledge and Skills Required

General knowledge of library principles, methods, materials and practices; general knowledge of reader interest and books and authors; general knowledge of the theory and objectives of a public library; ability to establish and maintain an effective working relationship with library employees and patrons, ability to operate a personal computer; basic typing and filing skills. Good organizational and communication skills. Must have and utilize the ability to work independently, as well as the ability to work in a group or a team environment.

IV. Minimum Qualifications

High school student, high school graduate, some college, or equivalent combination of experience and training is required. A valid form of personal identification and acceptable background and criminal check are required of the candidate.

V. Guidelines

Meherrin Regional Library System Policy Manual; Library. Solution Procedures; Customer Service Pledge and Employee Code of Conduct.

VI. Complexity

Work is routine in nature but includes researching, problem solving and accuracy related to major duties.

VII. Scope and Effect

Courtesy, promptness, accuracy, listening skills, and friendliness are necessary to insure that patrons receive a high level of service.

VIII. Personal Contacts

Contacts are with co-workers, volunteers, other governmental departments, community agencies, businesses and the general public.

IX. Physical Demands

Stamina is required while maintaining a positive posture when dealing with the public. Ability to move and lift up to 50 pounds is required. The job also involves creativity, energy and thinking on ones feet. Much work is done by reading from a computer screen, reaching, bending, lifting, standing, walking and climbing on a step-stool. Agility is a must for this position.