

Meherrin Regional Library System Job Description

POSITION TITLE: Library Assistant I – Data Services

REPORTS TO: Library Director

STARTING SALARY: Range \$8.50 – 12.00 per hour

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

Marketing duties include writing and submitting library press releases, maintain social media outlets, and create library signage and displays.

Technology duties include assisting in record edits, cataloging, computer updates, and back-ups, troubleshooting and contacting tech support as needed.

Circulation duties include checking in and out library materials, shelving materials, registering patrons for library cards, collecting fines and fees and assisting patrons with faxes, copies, and computer use. Helps maintain the collection, displays, and programs. Performs and/or assists in adult, teen, and children's programming as needed.

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

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 Diploma, Experience in Library setting preferred

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.