

MEHERRIN REGIONAL LIBRARY SYSTEM
JOB DESCRIPTION

POSITION TITLE: Library Assistant I – Programs Support (Full-Time)

REPORTS TO: Library Director

SALARY RANGE: \$9.50 – \$10.50 (35 hours per week) plus benefits

I. Position Summary:

Under the supervision of the Library Director performs library paraprofessional work in public services. Works with Director and branch heads to provide key guidance for program continuity and advocates library services within the community and support MRLS public service departments.

II. Major Duties:

Assists Meherrin Regional Library System at both branches in public services. Performs full range of circulation duties including checking in and out library materials, registering patrons for library cards 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.

Implements and participates in in-house and outreach programs for all age groups inclusive of storytime, summer reading programs, and outreach events.

Performs other duties as required and/or assigned.

III. Knowledge and Skills Required:

- Knowledge of standard public library principles, methods, practices, and objectives
- Ability to learn, grow, and adapt to a variety of situations
- Experienced in Microsoft Word, Excel, and circulation software
- General but broad understanding of reader interests and genres
- Ability to establish and maintain an effective working relationship with library employees and patrons of all ages and diverse backgrounds
- Ability to assist staff and patrons with computing needs inclusive of Microsoft Office, internet browsing, WiFi connecting, tablets, printing, and database searches
- Ability to problem solve, multi-task, and manage a variety of simple to complex situations
- Must be a team player with a positive attitude and flexibility

IV. Minimum Qualifications:

Requirements: College degree preferred and /or equivalent combination of experience and training is required; a valid driver's license with an acceptable driving record and background check. Candidate must have or demonstrate a strong customer service orientation. Excellent oral and written communication, interpersonal and public relations skills required. Ability to work a flexible schedule including Saturdays and evenings as needed.

V. Guidelines:

Meherrin Regional Library System Policy Manual, Library Solution Procedures.

VI. Complexity:

Work is routine in nature, but includes researching, writing reports, maintaining statistics, and solving problems related to major duties. This position also requires integrity, creativity, energy, and a positive attitude.

VII. Scope and Effect:

Courtesy, accuracy, efficiency and attention to detail are necessary to ensure that library patrons receive a high level of service, growth, and development.

VIII. Personal Contacts:

Contacts are with supervisors, co-workers, volunteers, daycare groups and the general public. Has to have the ability to lead and work in group or team situations.

IX. Physical Demands:

Stamina is required because of the need to maintain a positive posture when dealing with the public. The job also requires creativity and energy. There is also a considerable amount of work standing at the circulation desk as well as reading to children and from a computer screen. Reaching, bending, walking, climbing and lifting are common and consistent physical demands. Ability to drive the library's vehicle as needed.