

**Gafney Library  
Job Description  
Library Assistant Adult Area**

**GENERAL PURPOSE**

Under the supervision of the Library Director provides a wide variety of basic public, technical, and clerical services including information and reference service, reader's advisory, presenting programs, circulation services, and administrative support. This position is vital in creating a welcoming, warm and respectful environment.

**ESSENTIAL FUNCTIONS**

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Performs all circulation desk tasks including check in, check out and renewing library materials; issue new cards; answer the telephone; aid patrons on how to use the online catalog; assist and instruct patrons on how to use the library's computers, printers and other machines; provide reader advisory information to patrons when requested.

Searches database and prints sources for verification of interlibrary loan requests; submits verified requests to appropriate library or agency and notifies patrons of arrival of materials.

Provides assistance in locating information via all reference techniques available at the library; assists patrons in the selection of materials; searches sources; provides referrals.

Performs basic technical services including processing materials and mending books.

Assists with collection maintenance including keeping collections and displays neat, clean and well organized

Assists with children's programming as needed.

Assists with routine website maintenance; assists with routine newsletter updates.

Assists with petty cash record keeping and billing tasks including online billing; interacts with the bookkeeper.

Maintains confidentiality of library patron records and borrowing history following regulations set by state law and local policy.

May perform cleaning, removal of trash.

Implements library policies, rules and procedures and assists in their evaluation for effectiveness, efficiency and contribution to customer service

Oversees volunteers, delegates appropriate tasks and keeps records of volunteer hours

Assists in creating promotional materials, writing reports, and maintaining files.

Makes recommendations related to improving procedures.

Covers the library in the absence of the director.

Participates in staff meetings.

Employees will have a variety of duties and work partners. Work assignments will be varied and changeable.

Performs similar or related work as required, directed or as situation dictates.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear.
- The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to both print and electronic text.
- The employee is required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects.
- Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed under typical office conditions; the noise level is moderate.
- Operates computer, printer, fax machine, copier, and other standard office equipment.
- Makes frequent contacts with the general public and other libraries. Contacts are in person, in writing, by email, and telephone and involve an information exchange dialogue.
- Has access to library-related confidential information.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

High School diploma or equivalent; Associate's degree desirable; demonstrated three years' experience in an office or library setting; experience in automated library systems desirable; or any equivalent combination of education and experience. Must be cheerful, a team player and customer service oriented.

### Special Requirements

Must be adaptable to changing work hours. Must be willing to work evenings and Saturdays.

### Knowledge

Knowledge of professional library functions, online services and databases used in a library setting. An active reading habit.

### Ability

Ability to interact in a positive and effective manner with employees and public and to work independently. Ability to execute oral and written instructions in a precise manner. Ability to operate a variety of office equipment and to understand and use office computer software, hardware and online services. Ability to manage multiple tasks in a prompt, efficient manner. Skill: Excellent oral communication and customer service skills. Proficient computer skills in the operations Microsoft Word, Excel email, internet, data entry, and report generation.

(This job description is subject to change by the employer as the needs of the employer and requirements of the job change.)