

LIBRARY ASSISTANT

General Definition of Work:

Performs intermediate paraprofessional work providing assistance to library patrons. Work is performed under general supervision.

Essential Functions/Typical Tasks:

Providing customer service oriented assistance in circulation, reference, or children's services; assisting patrons in use of library resources; providing reader's advisory services and programming for the public; maintaining records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Provides general library services at circulation desk; registers patrons; checks in and out books and other materials; empties book drop.
- Assists patrons with locating and selecting library materials; assists patrons with placing holds on materials.
- Prepares and presents programs for children and their families, teens, and/or adults; publicizes those programs.
- Creates and maintains bibliographies for reader's advisory. Creates displays.
- Provides reference and reader's advisory services and services to the homebound.
- Shelves library materials; shelf reads and straightens shelves.
- Conducts scheduled library tours.
- Assists library patrons with the use of library computers and related technology and equipment.
- Troubleshoots minor computer and related peripheral issues.
- Tracks and reports relevant statistics.
- Assists in the material deselection process.
- Recommends materials for purchase.
- Handles financial transactions according to County policy.
- Participates in outreach, marketing, and off-site services.
- Obtains books and materials from other libraries via inter-library loan.
- Participates in the coordination of volunteers.
- Opens and closes library as assigned.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

General knowledge of basic library procedures, methods and techniques; general knowledge of and interest in books including 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, computers and related technology and resources; ability to establish and maintain effective working relationships with library patrons and associates.

Education and Experience:

Requires graduation from an appropriately accredited community college with major course work in education, history, literature or related field; some work experience involving public contact. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; 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; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

May require possession of an appropriate driver's license valid in the state of North Carolina. Position may be a safety-sensitive position as defined by the Drug Free Workplace Policy.