

SENIOR LIBRARY ASSISTANT

General Definition of Work:

Performs professional and administrative work in a section of the public library, including supervisory duties. Provides assistance to library patrons. Work is performed under general supervision.

Essential Functions/Typical Tasks:

Providing specialized customer service and assistance in circulation, reference, or children's section; assisting patrons in use of library resources; providing reader's advisory and programming services; maintaining records and files; preparing reports.

(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.
- Schedules, assigns, trains and supervises staff; provides regular feedback to staff; conducts annual performance evaluations.
- Assists patrons with the location, selection, checking in and out of library 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, genealogy, and reader's advisory services.
- Assists library patrons with the use of library computers and related technology and equipment.
- Troubleshoots minor computer and related peripheral issues.
- Assists patrons with local history resources.
- Shelves library materials; shelf reads and straightens shelves.
- Conducts scheduled library tours.
- Tracks and reports relevant statistics.
- Oversees the material deselection process for specific collections.
- Recommends materials for purchase.
- Catalogs and processes library materials according to current national standards and library policies.
- Oversees disposition, notification, recognition and processing of donations and memorials.
- Handles financial transactions according to County policy.
- Repairs books.
- Prepares invoices, purchase requisitions and other financial documentation according to County policies and procedures. Orders supplies.
- Advises and interprets library policy to staff; updates staff on all changes in policy and procedures.
- Coordinates the activities of volunteers.
- Opens and closes library as assigned.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of basic library procedures, methods and techniques; thorough knowledge of and interest in books including reader interest levels; comprehensive knowledge of the library circulation functions; thorough knowledge of office procedures and records maintenance techniques; ability to exercise initiative and independent judgment; ability to plan and supervise the work of subordinate personnel; skill in the use of library equipment, materials and resources; ability to establish and maintain effective working relationships with library patrons and associates.

Education and Experience:

Requires graduation from an appropriately accredited college or university with major course work in literature, history or related field with considerable experience in library work. 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.

HR revised 3-23-16