

Library Assistant

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| Job Title | Library Assistant (Hourly, Non-exempt) Approved 09/27/2021 |
| Position Summary | The Library Assistant is responsible for assisting other library staff with the operation of the branch of the Sullivan County Library System in accordance with the policies established by the Board. Evening and weekend hours may be required. |
| Position Requirements | <p>Education: High School diploma</p> <p>Experience: Experience performing basic cash handling skills and general office administrative duties; library experience preferred.</p> <p>Preferred Skills:</p> <p>Be able to articulate the value of library services to the community.</p> <p>Have strong knowledge of various Windows operating systems, Microsoft Office products, web-based e-mail, and have the ability to train users at a variety of skill levels.</p> <p>Have an understanding and appreciation of technology.</p> <p>Physical Abilities:</p> <p>Must hold a valid driver's license.</p> <p>Must be able to lift or carry objects weighing 10-40 pounds.</p> |
| Reports to: (SUPERVISION & DIRECTION) | Branch Manager Indirectly reports to the Library Director and Assistant Director. |
| Supervises: | Has no direct supervision over library staff. Has indirect supervision over library volunteers. |

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| <p>Working Relationships:</p> | <ul style="list-style-type: none"> • Maintains a positive working relationship with all staff and volunteers. • Continually strives to develop positive relationships and articulate the mission of the library to the community. |
| <p>Key Result Areas:</p> | <ul style="list-style-type: none"> • Branch Administration <p>An annual evaluation of the library assistant is administered by the Branch Manager, under the oversight of the Library Director, using the adopted evaluation instrument.</p> |
| <p>Essential Duties: (KEY TASKS)</p> | <p>III. Branch Administration</p> <ul style="list-style-type: none"> K. Completes circulation duties as directed by the Branch Manager or Assistant Branch Manager. L. Works with the Branch Manager to serve the programming needs of the community. M. Works with the Library Director to develop an individual plan for continuing education and professional development as prescribed by TSLA. N. Receives and records money as directed by the Branch Manager and Administrative Assistant. O. Obtains and returns items through the interlibrary loan program. P. Identifies maintenance issues to be resolved and communicates issues to Branch Manager or Assistant Branch Manager. Q. Cleans when necessary. |
| <p>Core Skills:</p> | <ul style="list-style-type: none"> • Ability to communicate clearly in speech and in writing. • Uses knowledge of various software programs and mobile devices to operate in an effective and efficient manner. • Uses knowledge of computer hardware and software to troubleshoot the library’s technology in order to communicate issues to the Library Director. • Ability to work effectively and amicably with a wide range of community representatives such as library patrons, volunteers, board, and committee members. • Ability to coordinate with the Branch Manager to plan, direct, and evaluate programs. |

The duties listed above 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.