



Office of the Town Manager
114. N Raiford Street
Selma, North Carolina 27576
Phone (919) 965-9841
www.selma-nc.com

LIBRARY ASSISTANT – PART TIME

General Statement of Duties

Performs a variety of clerical and paraprofessional Library tasks under the supervision of the Librarian. Work includes circulation activities, reference activities, recordkeeping, and extensive public contact.

Distinguishing Features of the Class

An employee in this class provides customer service in the circulation, reader's advisory, and general provision of Library services in the Library. Work includes troubleshooting public access computer problems; preparation of bulletin boards; completion of various forms or reports; checking books or other media in and out; assisting patrons in locating books; data entry, filing, issuing Library cards, collecting fines, shelving books, and assisting patrons in the use of public use computers, computerized catalogues, audio-visual equipment, Internet, and other equipment. Work requires significant public contact and working knowledge of the use of technology. Work is performed in an inside environment under regular supervision and evaluated for customer service effectiveness and accuracy of work activities.

Duties and Responsibilities

Essential Duties and Tasks:

- Performs public service desk work, including checking materials in and out, responding to patrons' reference questions, answering the telephone, issuing Library cards, assisting patrons with Library resources, collection of fines and fees.
- Instructs patrons in the use of Library tools and equipment; offers reader advisory service to patrons; assists patrons in selecting books and retrieves magazines from closed stacks.
- Answers circulation inquiries at the desk and over the telephone; takes requests for books and other Library materials, and notifies patrons when materials are available.
- Types book labels, placards, and other materials as needed.
- Assists in the preparation of overdue notices and outgoing mail.
- Checks in magazines and other periodicals.
- Maintains back issues of magazines.
- Performs related tasks as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

- Working knowledge of Library policies and procedures.
- Knowledge of the card catalog, the Dewey Decimal System, and the various types of informational materials in the Library.
- Ability to type accurately.
- Ability to use computer equipment.
- Ability to guide patrons in making selections.
- Ability to maintain effective working relationships with Library personnel and the general public.

Physical Requirements:

- Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, standing, walking, reaching, grasping, fingering, talking, lifting, bending, pushing, pulling, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently; and a negligible amount of force constantly to move objects.
- Must possess the visual acuity to maintain records, match books with cards, read book spines, count monies, and operate a minicomputer.
- Able to remove and replace materials from shelving at various heights.
- Able to carry bags/boxes of books weighing 30 pounds.

Desirable Training And Experience:

- Graduation from high school and some experience in clerical and Library work preferred.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf>. The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application.* It is preferred that all completed and signed Employment Applications be submitted via email to lblanton@selma-nc.com. Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Leigh Ann Blanton, Human Resources Director, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Leigh Ann Blanton either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.