



Office of the Town Manager

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Selma, North Carolina 27576

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LIBRARY ASSISTANT

General Statement of Duties

Performs responsible technical and paraprofessional work in the public Library system; serves in the absence of the Librarian.

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; recommends materials to purchase for Library collection; 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, 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:

- Greets patrons, checks books, equipment, film, and video equipment in and out; instructs on how to use; empties book drops; helps select films, books, equipment, and videos; provides assistance to patrons in the reader's advisory and where to locate different types of books; shelves books; assists patrons with finding materials for research or reference.
- Enrolls new patrons, issues cards, takes fees and fines, updates patron database.
- Serves as lead worker training and assigning work to part-time staff and volunteers.
- Performs and interprets Library policies and procedures such as checking books in and out, overdue charges and waivers, patron registration, loan periods and renewals, reserving books and materials, and lost book procedures; notifies patrons when reserve materials are ready and when books are overdue.
- Assists patrons and instructs patrons in the use of public access computers, computerized catalogue and index, and the Internet; directs patrons to various parts of the Library; troubleshoots problems with public access computers.
- Updates, inputs, and locates information on personal computer; generates computer reports; compiles data.
- Works to promote educational programs, special guests, and programs for the Library.
- Assists with summer and other reading and story time programs.
- Answers telephone and provides information, transfers calls or takes messages.
- Processes books; applies barcode, pockets, labels, and cover.
- Monitors patrons for adherence to Library policies.
- Mends, stamps, prepares and processes books, periodicals, and audio-visual materials; keeps periodicals display current.

Additional Job Duties:

- May arrange for art or other displays.
- Performs related tasks as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

- Considerable knowledge of Library procedures, methods, materials and practices.
- Working knowledge of books and authors.
- Considerable knowledge of public access computer use, Library technology, audio-visual equipment and other equipment in the Library.
- Working knowledge of the circulation, reader's advisory, and basic Library procedures.
- Working knowledge of business math, English, and the use of business machines.
- Some knowledge of the theory and objectives of a public Library system.
- Skill in collaborative conflict resolution.
- Ability to establish and maintain effective working relationships with employees, volunteers, and patrons.
- Ability to make decisions in the absence of the Librarian.
- Ability to troubleshoot personal computer problems.
- Ability to enter data accurately at a reasonable rate of speed.
- Ability to assign and monitor work and train volunteers.

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 mini-computer.
- Able to remove and replace materials from shelving at various heights.
- Able to carry bags or boxes of books weighing 30 pounds.

Desirable Training And Experience:

Graduation from high school and considerable experience working in a Library; or an equivalent combination of education and experience.