

Meherrin Regional Library System Job Description

POSITION TITLE: Library Assistant I / Part-time

REPORTS TO: Branch Manager or Branch Coordinator

I. Position summary

Under supervision, performs major and varied paraprofessional and clerical duties to support library services and the entire library system.

II. Major Duties

Assists Meherrin Regional Library System at both branches as needed in public services. Responsibilities includes performing various circulation desk duties, including shelving, computer assistance and reader services. Assists patrons with faxes, copies, scans, and computer usage. Helps maintain the collection. Performs other duties as required and/or assigned.

III. Knowledge and Skills Required

General knowledge of library principles, methods, materials and practices; general knowledge of reader interest and books and authors; general knowledge of the theory and objectives of a public library; ability to establish and maintain an effective working relationship with library employees and patrons, ability to operate a personal computer and basic user technologies; basic typing and filing skills. Good organizational and communication skills. Must have and utilize the ability to work independently, as well as work in a group or a team environment.

IV. Minimum Qualifications

High school student, high school graduate, some college, or equivalent combination of experience and training is required. A valid form of personal identification and acceptable background and criminal check are required of the candidate. Ability to work a flexible schedule including Saturdays and evenings as needed.

V. Guidelines

Meherrin Regional Library System Policy Manual; Library. Solution Procedures; Customer Service Pledge and Employee Code of Conduct.

VI. Complexity

Work is routine in nature but includes researching, problem solving and accuracy related to major duties.

VII. Scope and Effect

Courtesy, promptness, accuracy, listening skills, and friendliness are necessary to insure that patrons receive a high level of service.

VIII. Personal Contacts

Contacts are with co-workers, volunteers, other governmental departments, community agencies, businesses and the general public.

IX. Physical Demands

Stamina is required while maintaining a positive posture when dealing with the public. Ability to move and lift up to 50 pounds is required. The job also involves creativity, energy and thinking on ones feet. Much work is done by reading from a computer screen, reaching, bending, lifting, standing, walking and climbing on a step-stool. Agility is a must for this position.