

MEHERRIN REGIONAL LIBRARY SYSTEM  
JOB DESCRIPTION

**POSITION TITLE:** Library Assistant (Full-time)

**REPORTS TO:** Branch Coordinator or Branch Manager

**I. Position Summary:**

Under the direction of the Branch Coordinator or Branch Manager performs routine paraprofessional work in public services.

**II. Major Duties:**

Responsible for setting up the circulation area daily, and preparing for patrons throughout the day. Checks and verifies overdue items; send notices of fines and fees, maintains files and statistical information regarding circulation and patron requests, performing a full range of circulation duties including checking in and out library materials and shelving of materials, registering patrons for library cards, and calculating and collecting fines and fees. Assists patrons with faxes, copies, and computer usage. Helps maintain the collection, participates in collection development activities, displays, and programs. Assists in the training of staff and the implementation of new policies and procedures. Maintains the schedules of the meeting rooms and library usage.

Employee must participate in staff development initiatives as directed by Supervisors.

May prepare and send overdue notices and handle inter-library loan requests and processing of such items.

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 readers, 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. Must have excellent computer skills including knowledge in Word, Excel, general printing. Must be knowledgeable in the use of smart phones, tablets, and other technology driven devices. Must have the ability to adapt to the use of varied computer programs. Basic typing and filing skills are required. Excellent organizational and communication skills. Ability to work independently, as well as in a group or a team environment.

#### **IV. Minimum Qualifications:**

Requirements: College degree preferred; a valid driver's license with an acceptable driving record and background check. Candidate must have or demonstrate a strong customer service orientation. Excellent oral and written communication, interpersonal and public relations skills required.

#### **V. Guidelines:**

Meherrin Regional Library System Policy Manual, Library Solution Procedures.

#### **VI. Complexity:**

Work is routine in nature, but also requires integrity, creativity, energy and a positive attitude.

#### **VII. Scope and Effect:**

Courtesy, accuracy, efficiency and attention to detail are necessary to ensure that library patrons receive a high level of service, growth and development.

#### **VIII. Personal Contacts:**

Contacts are with co-workers, volunteers, daycare groups and the general public. Must have the ability to work in team situations.

#### **IX. Physical Demands:**

Stamina is required because of the need to maintain a positive posture when dealing with the public especially children. The job also requires constant creativity and energy. There is also a considerable amount of work standing at the circulation desk and reading from a computer screen, reaching, bending, walking and climbing on a step-stool. Ability to drive the Library System vehicle as needed.