

PIEDMONT REGIONAL LIBRARY SYSTEM

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

JOB TITLE: Library Services Assistant

SCHEDULE: May be assigned any hours, including evenings and weekends

JOB SUMMARY: The Library Services Assistant is responsible for providing checkout, information, and support services for library patrons of all ages. This includes providing computer assistance. This person is often the patron's first contact for all aspects of library service.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

Assists patrons in the public area of the library by:

- Registering patrons electronically and maintaining correct record in the patron database
- Suggesting and finding resources in the print collection
- Electronically checking out books and other materials to library patrons
- Instructing in the use of library electronic resources such as the PINES catalog and GALILEO
- Instructing in the use of public computers
- Instructing in the use of the photocopier, printer, and other equipment

Maintains a welcoming, organized, and vibrant environment for patrons by:

- Assisting with opening and closing procedures as assigned
- Checking shelves regularly to maintain order
- Keeping public areas neat and orderly
- Preparing displays

Contributes to the workflow of physical materials by:

- Electronically checking in books and other materials returned by patrons
- Receiving and processing books and other materials for patron requests
- Sorting and shelving books and other library materials

Develops professional skills by:

- Keeping up with current developments in the field
- Participating in in-house staff development opportunities
- Independently seeking opportunities to enhance job knowledge

May also:

- Assist with planning and/or implementing programs
- Assist with meeting room reservations
- Process passport applications

QUALIFICATIONS:

- Capable of reasonable self-direction
- Skill in meeting and working effectively with the public
- Computer and Internet skills
- Oral and written communication skills
- Able to push loaded book trucks up to 100 pounds and carry stacks of books up to 35 pounds
- Able to stand and be on feet for several hours at a time
- Able to meet the schedule of the job including some evenings and weekends
- Knowledge of or ability to learn PINES automated library system
- Knowledge of or ability to learn the Dewey Decimal Classification System
- A high school diploma or its equivalent required. Relevant experience in library and/or retail field preferred