

LIBRARY ASSISTANT II - assigned to Adult Department

Basic Functions

Provide professional level librarian services to various stakeholders throughout the county and the library profession. Position reports to the Branch Manager.

Circulation Duties and Responsibilities:

- Provide courteous, efficient circulation services as outlined in the FCLS procedures manual.
- Provide instruction on the basic use of the computer card catalog and library computers.
- Assist patrons to locate popular reading and audiovisual materials.
- Process returned materials as outlined in the FCLS procedures manual.
- Assist with opening and closing procedures, including close out of cash drawer.
- Assist patrons and resolve minor problems with library equipment.
- Resolve patron complaints and circulation problems within guidelines; refer patron complaints to supervisor/branch manager as appropriate.
- Maintain accurate statistics.
- Perform other related duties as assigned.

Public Service Duties and Responsibilities:

- Provide readers' advisory and reference services to patrons.
- Explain the use of library facilities, equipment, rules and services.
- Assist in promotion of programming and general library activities.
- Develops programming for adults.
- Create and maintain displays on an ongoing basis to highlight the collection, programs and library services.
- Stay current with library trends through reading resources, in-house training and professional training opportunities.
- Perform other related duties as assigned.

Collection Processing Duties and Responsibilities:

- Develop and maintain materials collection in various formats in assigned areas following library policies and procedures.
- Assist in Collection Development based on demand and collection needs.
- Assist in maintaining and weeding collection according to FCLS procedures manual.
- Perform other related duties as assigned.

Knowledge of:

- Principles and practices of public librarianship.
- Principles and practices used in interacting with the public.
- Cash handling procedures.
- Tools, methods, and techniques for evaluating, selecting, and weeding books and other library materials.
- Public relations and customer service techniques.
- Basic marketing practices and techniques, in reference to libraries.
- Principles and methods of adult training and instruction.
- Basic knowledge of technology gadgets; e-readers, basic computer functions
- Research techniques, methods and procedures.

Ability to:

- Provide effective oral and written communication.
- Provide effective public presentations.
- Operate modern office equipment and a variety of audiovisual equipment.

- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and education:

- One to three years of library or related experience, preferred.
- Two or more years of college and/or specialized training.

Certifications, Licenses:

- Valid Driver's License.

Working Environment:

- Minimal exposure to undesirable working conditions or exposure.
- Work evening and weekend hours as assigned.

Physical Activities:

- Essential functions require maintaining physical condition necessary for moderate physical activity such as sitting, standing, walking, kneeling, crouching, squatting, stooping, twisting upper body and lifting an average of 25 lbs.; pushing and pulling loaded book carts; carrying library materials.
- Must be able to sit and work at a computer for a length of time.

NOTE: Nothing in this position description should be construed as an employment contract. The Fremont County Library System Board of Directors reserves the right to modify salaries, schedules, contributions to health insurance programs, and other benefits programs. All Fremont County Library System employees are at-will.