

## **LIBRARY ASSISTANT I**

### **Basic Functions**

Provide basic library aide services to various stakeholders throughout the county and the library profession. This position reports to the Branch Manager.

### **Circulation Duties & 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.
- 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.
- Maintain accurate statistics.
- Perform other related duties as assigned.

### **Public Service Duties and Responsibilities:**

- Assist in the creation and maintenance of displays on an ongoing basis to highlight the collection, programs and library services.
- Assist in program presentations under direction of supervisor/branch manager.
- Provide readers' advisory and reference services to patrons.
- Explain the use of library facilities, equipment, rules and services.
- Stay current with library trends through in-house training.
- Perform other related duties as assigned.

### **Collection Duties and Responsibilities:**

- Maintain and shelve materials collection in various formats in assigned areas following library policies and procedures.
- Maintain and weed collection as directed by the Branch Manager.
- Perform other related duties as assigned.

### **Knowledge of:**

- Principles and practices used in interacting with the public.
- Principles of public librarianship.
- Customer service techniques.
- Basic technology; e-readers, basic computer skills
- Cash handling procedures.
- Basic marketing practices and techniques, in reference to libraries.

### **Ability to:**

- Provide effective oral and written communication.
- Operate modern office equipment and a variety of audiovisual equipment.
- Work day, evening and weekend hours as assigned.
- 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:**

- At least one year experience in a customer service related industry, library experience preferred.
- High School Diploma/GED or equivalent, some college preferred.

### **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.