*Dept/Div: Library/N/A* FLSA Status: *Non-Exempt*

**General Definition of Work**

Performs human support work providing assistance to library patrons, preparing program materials, planning, scheduling and publicizing events, preparing and maintaining records, and related work as apparent or assigned. Work is performed under the moderate supervision of the Librarian.

**Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

**Essential Functions**

Provides support to internal and external customers; processes patron-side circulation materials; receives fine payments, and answers reference questions; assists patrons in the use of electronic equipment; maintains adequate inventory of office supplies.

Creates, maintains, and implements continuous-improvement model services to refine and increase program impact over time; promotes library engagement service opportunities in community groups and governmental agencies.

Pulls, sorts, and processes new circulation materials for patron interactions; prepares barcodes and catalogs magazines; performs data entry for a variety of transactions into the appropriate system.

Assists patrons in the use of electronic equipment, downloadable and streaming digital media, and searchable electronic index; maintains and provides assistance with light IT maintenance and repair as needed or required.

Maintains order by organizing, arranging, and shelving materials as needed; assesses materials for weeding; receives, sorts, processes, and prepares new incoming and reassigned materials for daily distribution to appropriate branch library.

Assist with system-wide community, rural school, and county-based outreach programs as needed or required.

Organizes, directs, and presents curriculum to enhance the training initiatives; develops and promotes programming such as all-ages programming, and technology class events for school-age patrons; maintains circulation desk training programs for staff.

**Knowledge, Skills and Abilities**

General knowledge of basic library procedures, methods and techniques; general knowledge of the library circulation functions; general knowledge of office procedures and records maintenance techniques; general knowledge of and interest in books including reader interest levels; skills in the use of library equipment, materials and resources; ability to exercise initiative and independent judgment; ability to operate standard office and computer equipment and perform basic word processing and data entry; ability to deal tactfully and courteously with the public; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with associates, government officials, and the general public.

**Education and Experience**

High school diploma or GED, some college preferred, and moderate experience library work or other work dealing with the public, or equivalent combination of education and experience.

**Physical Requirements**

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, reaching with hands and arms and repetitive motions and occasionally requires walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm’s length, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

None.

Last Revised: 05/01/2023