



- Position Title:** Library Assistant I
- Specialized Area:** Public Services and Outreach
- FLSA Status:** Non-exempt
- Reports to:** CCRLD Director
- Works With:** Library Director maintaining a working relationship with the entire staff of the Columbia County Rural Library District that serves an area of 873 square miles.
- Direct Customers:** General public and CCRLD staff
- Indirect Customers:** Library Board of Trustees; Friends of the Library; community organizations and local businesses.

Position Description:

This position reports to the Director and is responsible for circulation functions and clerical duties in support of library services to meet the educational, recreational, and informational needs of the Columbia County community. Typical duties include sorting mail; shelving of materials; bibliographic searching and retrieval; processing interlibrary loan requests; assisting users and staff to locate materials; receiving, unpacking, sorting, packing, and delivering materials; specialized clerical procedures on bibliographic records; maintaining circulation records; coordinating collection duties for overdue materials; cataloging of materials; responsibility for the security and supervision of the facility; and assisting patrons with library services in whatever way necessary. A Library Assistant I is required to make some independent judgments and to develop knowledge of library policies and procedures. Also performs other duties as assigned and required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- High school diploma, GED or equivalent
- 1 year of customer service
- Familiarity with technology, office suite (word processing, spreadsheets, etc.), internet-including email, database searches and web searches, smartphones and tablets

- Ability to multitask and organize work effectively
- Ability to communicate effectively in English, verbally and in writing
- Current driver's license and access to reliable transportation

Preferred Qualifications:

- Previous library experience
- Experience with Koha ILS
- Minimum of one year of general office experience preferred.
- Familiarity with social media
- Preference given to someone who has knowledge of libraries and has worked or volunteered in a library.

RESPONSIBILITIES OF POSITION:

Under immediate supervision, performs clerical and other library work as required.

DUTIES:

1. Performs circulation desk procedures, such as checking in and checking out materials, registering patrons and collecting fines.
2. Checks in deliveries of interlibrary loan materials.
3. Processes, withdraws, repairs, or reconditions library materials.
4. Shelves library materials and reads shelves.
5. Assists with library programs and displays.
6. Assist patrons with ready-reference questions and reader advisory, bibliographic instruction and database searching.
7. Assists patrons with mechanical operations of library equipment.
8. Answers directional questions and refers patrons to appropriate personnel.
9. Assists with clerical tasks and compiles statistical data for the director.
10. Performs other related work as required.
11. May have access to confidential or financial information.

KNOWLEDGE AND ABILITIES:

1. Working knowledge of library methods and procedures.
2. Ability to operate library machines properly.
3. Keyboarding and filing ability.
4. Working knowledge of English grammar and spelling.
5. Consistently demonstrate effective customer services behavior(s);
6. Establish and maintain effective working relationships in a team environment when performing any duties essential to the achievement of efficient library operations;
7. Ability to work with staff courteously, efficiently, and effectively;
8. Ability to work a varied schedule, which may change periodically, including evenings and weekends;

9. Use initiative, problem-solving skills, and sound judgment.
10. Work quick and accurately; follow directions; meet deadlines;
11. Willingness to maintain skills in above mentioned areas through active participation in appropriate library professional development opportunities.

PHYSICAL DEMANDS OF POSITION:

1. Sitting, standing, walking, climbing, and stooping.
2. Bending/twisting and reaching.
3. Talking and hearing; use of the telephone.
4. Far vision at 20 feet or further; near vision at 20 inches or less.
5. Lifting and carrying: 50 pounds or less.
6. Handling: processing, picking up and shelving and books.
7. Dexterity: typing, writing, filing, sorting, shelving and processing.
8. Pushing and pulling: objects weighing 60-80 pounds on wheels.
9. Mobility: travel to meetings outside the library.

MENTAL REQUIREMENTS:

1. Communication skills: effectively communicate ideas and information both in written and oral form.
2. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
3. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
4. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
5. Time management: set priorities in order to meet assignment deadlines.

WORK ENVIRONMENT:

Work is performed primarily in a library environment. Work may be performed at offsite locations during library outreach activities. Moderate stress may be encountered due to heightened library activities or intense member interactions. The noise level is usually moderate. May be exposed to dust, fumes, and/or odors on a recurring basis.