



POSITION TITLE: LIBRARY ASSISTANT
FLSA: NON-EXEMPT
REPORTS TO: BRANCH MANAGER

SUMMARY OF POSITION:

Perform varied clerical and technical tasks in providing direct service to patrons at the circulation desk. Work is performed under the day-to-day supervision of the branch manager. Active participation in the implementation of the library's Strategic Plan as it relates to their job description is expected of all employees of the Pittsylvania County Public Library.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Opens and closes the facility during normal working hours; empties book drop; maintains daily count of patrons; prepares petty cash report; maintains accurate records and prepares associated reports on fees and fines collected.
- Assists with circulation at front desk, via email and telephone; checks books and other materials in and out for patrons; organizes returned materials on book carts for shelving; collects fines and fees; issues library cards; answers patrons procedural and directional inquiries; provides ready reference and reader's advisory services; assists in locating materials; accepts and fills patron requests for materials; places holds on materials and notifies patrons of arrival of reserved materials; makes reservations for meeting rooms; notifies patrons of upcoming library programs and general library information.
- Assists patrons with digital library offerings; assists patrons with computers and reference related questions; assists patrons with copying, printing, faxing, and scanning; troubleshoots library computer and printer/copier issues.
- Assists with branch maintenance and operations; shelves books and assists with shelf maintenance; assists with the deletion and rotation of materials; assists in the preparation and presentation of library displays and programs; assists in maintaining the appearance of the library.
- Assists with training of new library staff; attends special in-service training programs; attends workshops and conferences as appropriate; works in other branches as requested; performs other duties as assigned.

CORE COMPETENCIES:

- Customer Focus
- Communication
- Collaboration/Teamwork



- Personal Accountability/Delivering Results
- Diversity and Inclusion

EDUCATION AND EXPERIENCE:

High school diploma or its equivalent required. Public service experience desired.

REQUIRED KNOWLEDGE AND SKILL: Good working knowledge of library procedures, methods, practices, equipment, and techniques; general knowledge of and interest in books and reader interests at all levels; working knowledge of library circulation functions; working knowledge of computer applications used in the library system; general knowledge of office procedures and records maintenance techniques; ability to exercise initiative and independent judgement; skill in the use of all library equipment, materials, and resources; ability to accept supervision; ability to communicate ideas effectively both orally and in writing; ability to work independently or as part of a team; ability to interact with a diverse population; ability to establish and maintain effective working relationships with associates and the general public; ability to multitask at the circulation desk while maintaining a friendly demeanor.

CERTIFICATIONS AND LICENSES: Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS: This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force, and 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, walking, sitting, reaching with hands and arms and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, and peripheral vision; hearing perception is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a quiet location (e.g. library, offices).

SPECIAL REQUIREMENTS: Working hours include evenings and Saturdays.

This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties and performance that may be required of employees or be used to limit the nature and extent of assignments an employee may be given. The County reserves the right to modify the job description as deemed appropriate.



SIGNATURES AND COMMENTS:

I have read this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Signature/Job Title of Supervisor

Date

Comments: _____

