**Job Description**

Position Title: Library Assistant

Classification: 6

Supervisor Title: Fiction & Media Assistant Manager

FLSA Status: Non-Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to work pleasantly and effectively with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to communicate clearly.
4. Ability to use various technologies to complete work.
5. Ability to follow library policies and procedures.
6. Ability to work independently and productively.
7. Ability to understand, practice and demonstrate the library’s Standards of Excellence for Public Service.

## POSITION SUMMARY

Under the supervision of the Fiction & Media Assistant Manager, this employee is responsible for providing customer service at the Fiction & Media desk, assists in delivering programs and maintaining departmental procedures and policies.

Specific responsibilities will be assigned by supervisor on the basis of experience, skills, and specific needs of the department and number of hours worked.

## REQUIREMENTS FOR THIS POSITION

1. Familiarity with a variety of media and fiction materials.
2. Develop and use effective reference and readers advisory skills and practices.
3. Ability to perform searches and demonstrate proficiency in job-related software and technology.

## EDUCATION/EXPERIENCE REQUIRED

1. Bachelor’s degree or equivalent knowledge and skill in area(s) related to the
responsibilities of this position.
2. Minimum one year customer service experience.
3. Knowledge of patron reading, music, and film interests.

## ESSENTIAL FUNCTIONS

1. Provides reference and readers advisory service to patrons at the public service desk.
2. Assists in delivering programs to meet community needs.
3. Assists in maintaining departmental procedures and policies including creating displays, ordering supplies, pulling materials and participating in other initiatives.
4. Participates in relevant training, continuing education and/or professional development.
5. Performs other duties as assigned.

## PHYSICAL REQUIREMENTS

1. Frequent sitting, some walking.
2. Lifting 35 lbs., bending, stooping, climbing, pushing, pulling up to 75 lbs., reaching, handling, and fine manipulation skills.
3. Vision for near and far.