

J. JOEL EDWARDS PUBLIC LIBRARY

JOB POSTING  
Jan. 22, 2018

**Position Title:** Library Assistant

**Reports to:** Library Manager

**Hours and Pay:** Part Time (25-29 hrs/wk), weekdays with some evenings & Saturdays (as library coverage requires)

**Job Summary:** Performs a wide variety of general library work including technical and/or public services to assist patrons with daily operational needs of the library, such as circulation and shelving library materials. Also performs other duties as assigned.

**Essential Job Functions:**

- Provides prompt, efficient, impartial, courteous, and friendly public service
- Provides patron services at the circulation desk
- Prepares the library for opening
- Checks materials in and out using the computer terminal
- Greets and directs patrons to various centers within the library
- Locates materials per patron requests
- Answers phone; registers new patrons on library computer system
- Uses library computer to provide information to the public and/or explains how to use the library computer system
- Collects and records fines and fees
- Assists manager with special projects such as bulletin board displays and public programs
- Maintains library public area in a clean and orderly fashion by maintaining displays, general cleaning and organizing of shelves

**Qualifications:**

- One year of work experience dealing with the public
- Minimum of 6 months' work experience in a library, preferred
- Effective oral and written communication skills
- Competent to use and instruct others in electronic sources and reference formats
- Familiar with Windows Office applications

**Training, Supervision and Evaluation:**

Supervision and evaluation of the library assistant is provided by the Library Manager with input from the Library Board. Training may be offered by the manager as well as members of the professional team from the regional library system.

**Physical Demands / Working Conditions:**

Requires an ability to lift boxes of books of no more than 30 lbs. and push filled wheeled book carts. This position also requires the ability to stand for prolonged periods of time. This work is performed in a climate controlled setting. Occasional extended work hours may be needed to assist with special library events.

*This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time with or without notice in accordance with the needs of the library.*

TO APPLY, SEND RESUME TO  
Manager

J. Joel Edwards Public Library / P.O. Box 574 / Zebulon, GA 30295