

## **Library and Children's Services Assistant**

### **Circulation Part-Time**

#### **Job Summary:**

Under the Direction of the Branch Manager, the Assistant will work with patrons in the Thomson McDuffie County Library. They will also assist with Children's programming. They will work at the Circulation Desk or other service points in the library building as assigned. Other duties include, but are not limited to, registration of patrons, and receiving and checking out materials. Work is performed in accordance with well-defined procedures. Employees work under direct supervision, although they may operate with some independence once procedures are learned. Prompt and courteous service for all library patrons takes precedence over all other duties/task.

#### **Primary Duties:**

- Assist patrons in Circulation/Children's department
- Plan youth/children's services programs
- Conduct story times, school tours and outreach to day care centers
- Assist with Children's programming
- Assist at Circulation Desk
- Work as a cooperative and supportive member of the library team
- Design and produce library display and exhibits (i.e. bulletin boards and display cases)
- Other duties as assigned

#### **Secondary Duties:**

- Direct patrons to other departments and personnel as necessary
- Operate office equipment including Internet computers and printers, PC Reservation, multi-line phone and microform reader-printers, photocopy machine, and others
- Empty the book depository, as needed.
- Monitor behavior of library users, effectively ascertaining and handling problematic situations

#### **The Position Requires the Candidate to:**

- Readily learn routine library procedures
- Know the Dewey Decimal Classification System
- Follow and execute oral and written instructions
- Deal with the public in a helpful, courteous, and professional manner

- Intermediate typing, computer keyboarding, alphabetizing, filing, and numeric skills
- Operate a Windows format computer, familiarity with Microsoft Word and Publisher
- Handle cash, including counting and making the correct change
- Adapt to new situations, systems, and tools and be able to juggle several tasks simultaneously
- Manage time efficiently
- Be prompt and dependable
- Work around fluctuating temperatures and paper dust
- Maintain complete confidentiality of patron information
- Perform the physical activities associated with this position
- Work a flexible schedule including some weekends and fill in for others, when needed

### **Physical Functions:**

Tasks involve a level of moderate physically demanding work, typically involving some combination of standing for moderate for periods, climbing and balancing, stooping, kneeling, crouching, and crawling; and that will also involve the lifting, carrying pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). The library assistant stands; reaches with arms; uses hands; fingers; sight; hearing; and verbal communication; bends, stoops, kneels; lifts and carries materials and pushes/pulls/maneuvers a wheeled book cart weighing up to 200 lbs when fully loaded. Job duties require standing for extended period of time.

### **Education and Experience:**

Minimum of a high school diploma or GED certificate required and some clerical or public contact experience strongly desired.

### **To Apply:**

Go to [btrl.net/employment](http://btrl.net/employment), download job application, and email application to [thomsonl@btrl.net](mailto:thomsonl@btrl.net). Position open until filled.