

ALLENDALE-HAMPTON-JASPER REGIONAL LIBRARY

REVISED JOB DESCRIPTION: BRANCH ASSISTANT

UNDER THE DIRECT SUPERVISION OF THE Branch Manager is responsible for providing public services within policies approved by the AHJ Regional Library Board of Trustees.

JOB TASKS:

Circulation

- can check books, etc., in and out; can collect fines; can process new and renewal registration cards; can make changes of address and other updates and deal with lost borrower cards.

OPAC

- can locate items in OPAC and find them on the shelves; can take requests for books when checked out; can handle requests for books from other branches.

Patron Needs

- can answer informational questions; can answer telephone and take messages; can make copies; can assist with use of public access terminals; can answer complaints courteously; can keep order and discipline in the library; and can keep the library clean and books shelved appropriately; can change register tape, change printer toners, and change print cartridge.

Programs

- can participate in story hours and other programs for children, teens, or adults.

Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of

- Practices and techniques of library operations
- Organization of the library's collection and its contents
- Library and public access computer operations
- Circulation procedures
- Available books and materials

Skill at

- Maintenance of accurate records
- Cooperating with other workers
- Consistently attending to details

Ability to

- Find books and materials for patrons
- Relate well to the general public
- Create positive image of the library and its resources
- Know the patrons and their reading preferences

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED; additional education, training in computers, and experience in libraries is preferred.