

**Job Title:** Assistant – Library

**FLSA Exemption Status:** NON-EXEMPT

**Term:** 180 days

**Minimum Qualifications:**

1. Preferred - Associate Degree, or a minimum of 48 semester hours of college credit.
2. Not less than a high school diploma or general equivalency diploma (copy of diploma or transcript must be submitted upon employment), and demonstrable proficiency in reading and writing skills.
3. Keyboarding and general office work experience – with some work preferred in a school library; and
4. Meets health and physical requirements.

**Job Objectives/Goals:**

To assist teachers and students in the school library

**Responsibilities and Essential Functions:**

1. Stationed at the circulation desk to perform all procedures using the automated circulation system, such as but not limited to checking in and checking out materials, registering and updating patron information, collecting fines, and making copies;
2. Responsible for answering circulation desk phones and directing calls;
3. Processes, withdraws, repairs, or reconditions library materials under the direction of the Library Media Specialist (LMS).
4. Shelves library materials, reads shelves and looks for misplaced items on shelves;
5. Assists with library programs and displays, including but not limited to changing bulletin boards to reflect school year emphasis;
6. Assists patrons with questions concerning materials, fines, etc., including but not limited to locating materials for any patron and directing patrons to helpful materials;
7. Assists patrons with mechanical operations of library equipment including but not limited to printers, copies, and chrome books;
8. Answers directional questions and refers patrons to appropriate personnel and/or sections of library materials;
9. Perform other related work as required and/or directed by the LMS including but not limited to special events, book fairs, hosting receptions, hosting meetings, etc.;
10. Performs clerical duties like typing, filing, and electronic communications as needed;
11. Attend work on a regular and predictable basis; and
12. Performs and completes any other assigned tasks that benefit the efficient day-to-day operation of the library and the school.

**Skills and Abilities Required:**

1. Working knowledge of library methods and procedures
2. Ability to operate library machines properly
3. Ability to keyboard and file efficiently
4. Working knowledge of English grammar and spelling
5. Willingness to maintain skills in above mentioned areas through active participation in appropriate library skills learning experiences

6. Willingness to take directions from LMS as well as identified areas of need.

**Physical Demands:**

This job may require lifting and carrying of objects not to exceed fifty (50) pounds. Other physical demands that may be required are as follows:

1. Sitting, standing, walking, climbing, and stooping
2. Bending/twisting and reaching
3. Talking and hearing, use of the telephone
4. Far vision of 20 feet or further; near vision of 20 inches or less
5. Handling, processing, picking up and shelving of books and materials
6. Fingering – typing, writing, filing, sorting, shelving and processing
7. Pushing and pulling – objects weighing 60 – 80 pounds on wheels
8. Mobility – deliver chrome books and/or carts to reserved locations

**Reports To:** Head librarian/Building Principal

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

