

Library Assistant

Job Objectives:

The person in this position, under the leadership and direction of the Circulation Manager, performs manual clerical work and related duties as required.

Essential Job Functions:

1. Effectively and courteously helps patrons select and locate materials and answers basic inquiries and offers suggestions and advice to patrons concerning individual reading preferences, programs of study, and how to use the library.
2. Operates automated circulation equipment to check materials in/out; registers patrons, takes reserves, collects overdue fines, shelves materials and ensures that materials are kept in order and are accessible to patrons and library staff.
3. Reads shelves for accuracy of placement. Keeps shelves neat and shifts materials and/or shelves when necessary and helps with regular weeding of the collection and performs other duties as required.
4. Checks the Groups Page and work email at least once per shift and remain abreast of any changes in System or PINES policies.
5. Operates office equipment including (but not limited to) photocopiers, fax machine, cash register, computer and postage meter as required to perform circulation and reference duties. Professionally answers and routes phone calls to appropriate departments.
6. Assists with technical processing of materials or in the circulation department when necessary and with the operation of the Reference Desk.

Job Standards (minimum qualifications):

Successful applicant must have a knowledge of and interest in books and libraries and a willingness to learn. They are to have thorough knowledge of basic arithmetic and English as well as the ability to understand and follow oral and written instructions. Applicants are to be in good physical condition and display accuracy in job tasks. They are to maintain good morale, high level of productivity and good professional judgment. High school degree or GED equivalent required. Must have reliable transportation to and from library. Additionally, they are to have the ability to establish and maintain effective working relationships with other employees.

Job Location:

Circulation Department, Mary Vinson Memorial Library, 151 S. Jefferson St., Milledgeville, GA 31061

Equipment:

Must be able to answer the telephone, operate a computer, cash register, photocopier, microform equipment, fax machine, and similar office equipment.

Critical Skills/Expertise:

Successful applicant must possess good customer service and intermediate computer skills.

WORKING CONDITIONS

CONSTANTLY (65-100% of day) FREQUENTLY (33-65% of day) OCCASIONALLY (up to 33% of day)

CONSTANTLY: Operates library equipment. Must be able to type on a computer keyboard, an electric typewriter, use photocopiers, scanners, printers, microforms equipment and fax machines, and answer the telephone.

FREQUENTLY: Bends and stoops. Lifts, carries or moves 20 pounds or less. Requires upper and lower mobility and coordination for bending and reaching for operating equipment.

OCCASIONALLY: Pushes, lifts, drags and maneuvers up to 40 pounds.