

Reference Assistant

Job Objectives:

The person in this position, under the leadership and direction of the Reference Librarian, assist in providing reference assistance to the patrons and related duties as required.

Essential Job Functions:

1. Is primarily responsible for offering suggestions and advice to patrons concerning individual reading preferences, programs of study, and how to use the library.
2. Efficiently and accurately uses office and computer equipment (ex. cash register, fax machine, copier, print station) in conjunction with regular job functions.
3. Assists in record keeping and database management for the System's collection.
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. Responsible for ensuring that items in the Reference and Special Collections areas are shelved daily and materials are kept in order and accessible to patrons and library staff. Additionally, shelves in these areas are to be read for accuracy of placement and kept neat.
6. Helps oversee regular weeding of the collection.

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 diploma or GED equivalent required. College student preferred. 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:

Reference 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 needs effective customer service, written, and oral communication skills. Must maintain good morale, high level of productivity and good professional judgment.

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.