

TITLE: Library Assistant II

LIB/3

DEPARTMENT: Library, Fayette County

JOB SUMMARY: This position is responsible for assisting in the operation of the library by performing circulation and programming duties.

MAJOR DUTIES:

- o Assists in maintaining the library's collection of materials.
- o Schedules the use of the meeting room.
- o Receives book donations.
- o Checks in and places newspapers.
- o Plans, organizes, and implements public programs for adults.
- o Plans, organizes, and develops youth and children's programming; prepares rooms and materials; purchases materials and supplies.
- o Trains and supervises volunteers.
- o Responds to the informational needs of the patrons; answers reader's advisory questions; answers reference questions.
- o Prepares daily cash reports.
- o Serves as secretary to the Library Board.
- o Assists patrons at the circulation desk; checks materials in and out; places materials on hold; answers telephone; renews materials; collects money for fines; issues library cards; assists patrons to locate material.
- o Prepares new materials for circulation.
- o Assists patrons with public access computers.
- o Shelves books on tape and books on CD.
- o Retrieves books from outside book returns.
- o Attends professional conferences and other training and networking opportunities.
- o Preshelves books.

- o Makes copies of various library fliers.
- o Runs reports.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of library programming principles for adults, youth, and children.
- o Knowledge of computers and job related software programs.
- o Skill in the training of volunteers.
- o Skill in the development and implementation of library programs.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Library Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include the employee handbook and library policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related library circulation and program development duties. The volume of materials to be processed contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to assist in the operation of the library. Success in this position contributes to the effective provision of library services.

PERSONAL CONTACTS: Contacts are typically with co-workers, students, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and occasionally heavy objects.

WORK ENVIRONMENT: The work is typically performed in library.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.