



Library Assistant II Library

LIB/4-503

JOB SUMMARY

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

MAJOR DUTIES

1. 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
2. Assists patrons with public access computers, printers, copy machine, and other technology.
3. Provides readers' advisory services for patrons.
4. Plans, organizes, and develops children's and youth programming.
5. Plans and organizes adult programs.
6. Maintains monthly and annual statistical reports.
7. Retrieves books from book bin.
8. Sorts, arranges, and shelves books and other materials.
9. Schedules the use of the meeting room, study rooms, and other library facilities.
10. Attends professional conferences and other training and networking opportunities.
11. Prepares new materials for circulation.
12. Assists in training and directing the work of volunteers.
13. Coordinates with a variety of community partners.
14. Assists in planning and presenting community programs.
15. Markets programs and services through flyers, displays, posters and library approved social media accounts.
16. Delivers adult and children's programs.
17. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of library programming principles for adults, youth, and children.
2. Knowledge of computers and job-related software programs.
3. Knowledge of library materials management principles.
4. Knowledge of computer hardware, software, and peripheral devices.
5. Skill in the training of volunteers.
6. Skill in the development and implementation of library programs.
7. Skill in reviewing data and preparing reports.
8. Skill in public and interpersonal relations.
9. 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 library policies and procedures, the county personnel handbook, American Library Association guidelines, and Georgia Public Service guidelines. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- 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.

- 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.

CONTACTS

- Contacts are typically with co-workers, students, vendors, volunteers, community partners, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

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

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- 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.