



Library Assistant I Library

LIB/5-502

JOB SUMMARY

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

MAJOR DUTIES

1. Checks out materials to patrons; collects overdue fines; issues library cards.
2. Retrieves returned materials from outside drop boxes.
3. Assists in the preparation and maintenance of displays and exhibits.
4. Checks in materials.
5. Answers telephone calls.
6. Places items on reserve; contacts patrons in regard to reserve items.
7. Instructs patrons in the use of public access computers and other technology.
8. Registers patrons for programs.
9. Receives and processes Interlibrary Loan requests.
10. Straightens materials.
11. Shelves books and other materials.
12. Removes damaged items from circulation.
13. Unpacks book shipments.
14. Packs books for courier delivery.
15. Checks in mail.
16. Sets up public meeting rooms.
17. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of computers and job-related software programs.
2. Knowledge of library materials management principles.
3. Knowledge of computer hardware, software, and peripheral devices.
4. Skill in public and interpersonal relations.
5. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Library Director assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established 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/SCOPE OF WORK

- The work consists of related library circulation 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 and members of the general public.
- Contacts are typically to give or exchange information 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.
- No experience requirements.