

## **LIBRARY ASSISTANT CLERK**

Pulaski County Library

**Department:** Library

**Reports to:** Public Services Coordinator/Branch Manager

**Supervision Exercised:** None

**Supervision Received:** Work is performed with minimal instruction and supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

**Classification (FLSA):** Non- exempt, Part-Time

**Work Hours:** Evenings and weekend work may be required. This position is part-time.

**ESSENTIAL FUNCTIONS:** Responsible for performing paraprofessional duties of a routine nature in library public services work. Primary duties are providing assistance to the public; maintaining library materials; and assisting the public with library computers and reference needs.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check.

### **RESPONSIBILITIES:**

- Provide assistance to patrons in the use of print, non-print and electronic library materials and the retrieval of information needed.
- Provide patrons with information on library policies/procedures, services, and programs both orally and by available printed materials.
- Respond to reference questions and create documents by using the Internet, Microsoft office, and library database
- Help to keep the collection accessible to patrons.
- Shelf returned materials.
- Straighten and read shelves and periodical and newspaper racks regularly.
- Check public-access computer terminals regularly throughout the working day.
- Check all equipment—photocopier, printers, fax machine - for proper operation replacing paper and ink cartridges as needed.
- Clean & straighten equipment, computer tables, reading tables and public area on regular basis.

- Promote library services and materials by assisting with attractive displays, bulletin boards and signs.
- As scheduled, open and close library facilities according to established procedures.
- Work assigned Circulation Desk schedule during day, evening, and weekend hours of operation.

**ADA REQUIREMENTS:** Frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 30 pounds on a continuous basis and up to 50 pounds occasionally. The position also requires constant use of the visual and auditory senses as well as dexterity and skills with office equipment.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Possess good oral and written communication skills, computer, and math skills

**EDUCATION AND EXPERIENCE:**

- Minimum of a High School Diploma
- College experience is preferred with library experience or work experience in customer service and computer skills.

**PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all Library policies and procedures
- Maintains confidentiality with all vendors, patrons, and employee transactions, records, and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the Library

**TRAINING AND JOB DEVELOPMENT:**

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of Library trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement
- Demonstrates initiative, commitment, and flexibility to work unpredictable hours as necessary

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

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Employee Name: \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date