

## Job Description

Job Title: Library Assistant

Position Hours: Part-time (20-25 hrs/week)

Date: 6/24/2020

## Summary

This position serves Hopkinsville and Christian County. As a member of the circulation and reference department, you will be the first point of contact for patrons who use the library. The successful candidate must like working with people and enjoy helping them; have excellent customer service skills; take pride in doing a job well whether it is solving a complicated problem or performing a routine task; is confident and friendly with interpersonal interactions; and resilient and understanding when working with the general public.

## Job Duties

- Offers excellent customer service to our patrons
- Assists registering new library users and explaining library policies and procedures
- Assists library users in selecting and locating materials and assists in answering research questions
- Assists in the set-up and maintenance of library exhibits including bulletin boards, exhibition cases, and wall displays
- Prepares signage, posters, and banners
- Must be able to properly handle cash, make change, and record transactions
- Receives and accounts for all fees, fines, and donations
- Assists patrons with copy, scans, faxing services, and technology
- Shelves books
- Assists with the processing and cleaning of library materials
- Assists patrons with the use of computers and printing
- Assists with library programs
- Maintains statistics and prepares reports on a variety of library activities at the request of management
- Performs other duties as required

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### **Minimum Requirements:**

- Strong customer service experience
- Must have good interpersonal and communication skills to deal with the public
- Ability to work well with other staff members
- Effective verbal and written communication skills
- Ability to plan, organize, and coordinate work
- Conduct office tasks such as operate computers, copiers, fax machines, and other such equipment
- Ability to operate office equipment
- Ability to work with public
- Proficiency in the use of MS Word, Excel, and Outlook is essential.
- Must be willing to work a flexible schedule including nights and weekends

### **Physical Effort and Working Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to reach with hands and arms, occasionally required to stand, walk, climb, or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Employee will average 3-5 hours per day of walking or standing.

### **Noncontractual**

Nothing in this position description should be construed as an employment contract. The Hopkinsville-Christian County Public Library reserves the right to modify salaries, schedules, contributions to health insurance programs, and other benefits programs.