



City of Moody Job Description

JOB TITLE: Library Assistant

DEPARTMENT: Library

Part-Time- 19 hours/week

Job Description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

GENERAL SUMMARY

Performs a wide variety of general library work in technical and/or public services to assist patrons with daily operational needs of the library, such as sorting and shelving books, assigning library card and assisting patrons with public access computer.

SUPERVISION

Under the general direction of the Library Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only. They are not meant to be a complete and exhaustive listing of all duties and responsibilities of this position.

- Adhere and comply with the City of Moody Policy and Procedures Manual.
- Adhere and comply with the City of Moody Library's policies and by-laws.
- Greet patrons with the utmost respect and must have friendly attitude and always demonstrate a courteous behavior to every individual.
- Provide assistance to patrons when needed such as searching for a particular item in the collection or technology requests for help.
- Knowledgeable of the Libraries' collection and be able to offer suggestions in the selection of materials.
- Responsible for cataloging of collection materials into the Atrium System.
- Responsible for the operation of the circulation desk. Items should be checked in and out on a daily basis.
- Shelf materials daily and keep the shelving neat and orderly at all times.
- Be able to promote library services, program events, and provide reviews of materials on a routine basis.
- Housekeeping duties as needed. Library must be kept presentable and orderly.
- Must provide assistance in the preparation of programs and/or activities and assist the person in charge during the program and/or activities.
- Be able to lead a program and/or activity from preparation to completion.
- Oversee public computer usage including providing guest passes.
- Ensure all computers are in good working condition.
- Send emails or make telephone calls regarding any overdue materials.
- Assist with inventory of the collection.

LICENSE & CERTIFICATIONS

Possession of a valid Alabama Driver's License with driving record suitable for insurability.

EDUCATION & TRAINING

High School Diploma or equivalent

Participate in any educational training workshops affiliated with the Alabama Public Library Service or any other opportunities for training upon availability.

KNOWLEDGE & SKILLS

Must have working knowledge of Microsoft Word, Excel, Internet, fax machine and Email.

Proper phone etiquette. Answer telephone in a professional and courteous manner.

Ability to listen, understand, retain, follow, and apply verbal and written instructions or directions.

Establish and maintain cooperative working relationships with others.

Respond courteously to patron inquiries.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Considerable time standing, sitting, walking, kneeling, stooping, crouching, and squatting.

Able to lift or move heavy objects such as books, files and/or boxes.

Able to work mornings, afternoons, and evenings .

I hereby acknowledge receipt and acceptance of the job description by signing my signature below.

Employee Name

Date