



City of Moody Job Description

JOB TITLE: Library Assistant- Full Time

DEPARTMENT: Library

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 cards and assisting patrons with public access computer. There is a heavy emphasis on public service and library programming.

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 to and comply with the City of Moody Policies and Procedures Manual.
- Adhere to and comply with the City of Moody Library's policies and bylaws.
- Greet patrons respectfully and maintain a friendly, courteous, and professional demeanor at all times.
- Operate and manage circulation desk functions.
- Assist patrons as needed, including locating materials within the collection and providing basic technology support.
- Maintain working knowledge of the Library's collection and offer material recommendations when appropriate.
- Catalog and process collection materials using Atrium software to prepare items for circulation.
- Shelve materials daily and maintain neat, accurate, and orderly shelving at all times.
- Promote library services and events and provide material suggestions on a regular basis.
- Perform housekeeping duties as assigned to ensure the library remains clean, orderly, and presentable.
- Plan, lead, and complete assigned programs and/or activities.
- Assist with the preparation and execution of library programs and activities.
- Mend and repair collection materials as appropriate.
- Notify patrons by phone or email regarding overdue materials.
- Assist with annual inventory of the library collection.
- Perform other duties as assigned.

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

Required Abilities

- Proficiency in Microsoft Office applications, email systems, internet use, and standard office equipment (including fax machines).
- Demonstrated ability to answer and manage phone calls in a professional and courteous manner.
- Strong listening and comprehension skills, with the ability to understand, retain, and accurately follow verbal and written instructions.
- Ability to establish and maintain cooperative and effective working relationships with colleagues and the public.
- Proven customer service skills, including responding to patron inquiries in a courteous, professional, and timely manner.

Preferred Qualifications

- Experience using social media platforms to promote programs or events and to communicate with community.
- Familiarity with Canva or similar design tools to create promotional materials, calendars, and related content.
- Experience planning and leading arts and crafts programs for individuals of all ages.
- Experience working with school-aged children.
- Strong organizational skills with attention to detail.
- Creativity, including skills in decorating for a variety of purposes.

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, with or without the use of a rolling cart.

Able to work evenings and weekends when necessary.

Any job offer extended is pending successful background check and drug screen.

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

Employee Name

Date