

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Library Assistant
Department: Library
Revised : January 2013

Class : Administrative Support
FLSA : Non-exempt

This job description supersedes any prior description for the Library Assistant classification.

GENERAL DESCRIPTION

Varied clerical work of moderate responsibility within the Public Library system. Supervision is received from a Library Associate or Librarian, who reviews work through periodic conferences, observation, and analysis of work performed.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Charges and discharges materials and equipment to the public; registers the public as library users; handles reserves for specific library materials; notifies users of fines and collects fines for overdue library materials.

Waits on the public in person and by telephone; gives out specific information and instructions.

Types labels and file cards.

Maintains and/or processes a variety of departmental records, forms, reports, logs, and files.

Processes incoming and outgoing mail; routes documents to the proper source.

Assists in the maintenance of library database; operates the library automated retrieval system for a variety of tasks.

OTHER JOB FUNCTIONS

Shelves books as necessary.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of office practices and procedures; working knowledge of arithmetic and its uses in general office work; ability to compile information based on general instructions; ability to record information and to alphabetize.

Ability to process incoming mail independently or route to proper source.

Ability to type with accuracy at no specified speed.

Ability to inquire into the computer system to retrieve requested information.

Ability to gather and give basic information and instructions regarding the operation of the library.

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Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with the public and with fellow employees.

Ability to learn and follow varied procedures involved in office work, technical support, and circulation services.

Ability to maintain and work with a variety of records.

PHYSICAL REQUIREMENTS

Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

High school graduation and one year of experience working in a library, office environment, or public service setting.

**This job description does not create an employment contract,
implied or otherwise.**