

TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL

Appendix 15 LIBRARY ASSISTANT - SUBSTITUTE

JOB TITLE	LIBRARY ASSISTANT - SUBSTITUTE
STATUS	PART TIME/HOURLY
SUPERVISION RECEIVED	Works under the general supervision of the Library Director and the immediate supervision of the Adult Services or Youth Services Coordinators.
SUPERVISION EXERCISED	Supervises as needed
REVISION HISTORY	11/2023

Position Overview

Fills in at the circulation desks when needed. Performs varied assigned general and library support tasks.

Primary Duties

1. Responsible for efficient and smooth operation of circulation desks.
2. Responsible for issuing library cards to patrons who meet the requirements of the Library.
3. Handles incoming and outgoing telephone calls in a courteous, professional manner.
4. Prepares items for circulation.
5. Repairs damaged items.
6. Shelf returned items.
7. Assists patrons in the use of the library facilities.
8. Performs other duties as assigned.

Physical Demands

Requires standing for long periods of time, lifting and carrying materials, reaching for materials on top and bottom shelves and constant use of stairs. Physical agility and stamina to lift up to 50 pounds in weight. Must be able to communicate well with patrons both in person and via telephone and electronic media. Must be capable of getting to all areas of the physical plant.

Qualifications

High School diploma required, BA in library related discipline of education, training, skills and experience desired. General office and computer skills or any combination of education, training, skills and experience relevant to the position.

Required Knowledge, Skills, Attributes & Abilities

1. Computer skills
2. Oral communication skills
3. Attention to detail
4. Strong interpersonal skills
5. Flexibility in emergency staffing situations

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

The Tucker Free Library is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

