

**APPOMATTOX REGIONAL LIBRARY SYSTEM  
POSITION DESCRIPTION/LONG FORM Rev. 5/11**

POSITION TITLE: County Library Assistant  
CLASSIFICATION: LA I  
IMMEDIATE SUPERVISOR: Branch Manager  
FLSA DESIGNATION: Non-Exempt

**I. POSITION SUMMARY**

At a designated branch library or libraries is responsible for all tasks relating to the operation of a branch library, from opening to closing. Includes reference, patron assistance, circulation duties, picking up and checking in mail, supervising volunteers, shelf maintenance and other duties as assigned.

**I. MAJOR POSITION RESPONSIBILITIES**

**1. Checks materials in and out to patrons at circulation desk**

Examples:

- a. Utilizing the Integrated Library computer system, inputs patrons' library card numbers for check-out then inputs library materials barcode numbers to complete the transaction.
- b. Explains to patrons about overdue library materials or fines on their cards.
- c. Collects fines and inputs fine information into Integrated Library system computer.
- d. Utilizing the Integrated Library computer system inputs library materials barcode number for check-in.
- e. Records statistics and submits reports via the Integrated Library computer system and/or email communication.

**2. Shelves materials and reads shelves for order and neatness.**

Examples:

- a. Unpacks delivery bins of library items.
- b. Sorts library materials by category waiting to be shelved.
- c. Shelves all library materials in proper place.
- d. Reads shelves to ensure books are in proper order.
- e. Straightens books by lining up all spines to the edge of shelves.

**3. Picks up and sorts mail, checking in new periodicals.**

Examples:

- a. Picks up mail (if necessary from post office).
- b. Discards junk mail, checks in and processes new periodicals with the Integrated Library systems serials solution.

4. Assists patrons in finding materials, answers routine reference questions and processes library card applications.

Examples:

- a. Checks computer for status of library materials.
- b. Checks shelves thoroughly for requested library materials and items on the message list to process and trap patron holds.
- c. Shows and explains to patrons how to use the copier, online public access catalog, personal computers, and other library equipment.
- d. Consults appropriate reference sources, including reference librarian and other ARLS librarians, and provides answer to patron's reference questions.
- e. Processes library card applications. Checks computer to see if patron already has a card. Sends completed applications to Headquarters and maintains file of patron application cards.
- f. Coordinates usage of patron computers by the public.

5. Handles reserve requests from patrons.

Examples:

- a. Utilizes Integrated Library System to place holds and reserves for patrons.
- b. Follows up on patron inquiries concerning reserves by checking to verify the existence of the materials in process of placing the patrons request.

6. Keeps statistics and prepares and/or fulfills reports

Examples:

- a. Records statistics daily on patron visits, computer usage, reference questions asked, or others as required.
- b. Prepares reports for Branch Deputy Director

7. Keeps library location neat and orderly

Examples:

- a. Puts furniture and supplies back in proper place at the end of the day
- b. Picks up and discards loose papers
- c. Sweeps sidewalk
- d. Refills toilet paper and paper towel holders

8. Supervises activities of volunteers at the library

Examples:

- a. Determines daily tasks for volunteers and has work ready for volunteers
- b. Explains how to do work
- c. Reports problems to the Volunteer Coordinator
- d. Coordinates with Volunteer Coordinator times that volunteers will be working at the library

9. Responsible for physically opening and closing branch library

Examples:

- a. Must arrive on a consistently punctual basis to open the branch to the public, and by opening time have door opened, computers on, have flag put out, etc.
- b. Responsible for making sure walkways in front of entrances are clean by opening time, i.e. putting down salt when icy, sweeping leaves from walkway, etc.
- c. Performs closing duties, such as locking the doors, turning off lights, bringing in the flag, etc.

10. If designated, serves as floater for designated library locations

Examples:

- a. On designated day will be available to substitute at designated library locations
- b. On designated day will be available to aid other library personnel at designated library locations

12. Other duties as needed

### III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of office terminology, procedures and equipment (especially basic computer usage such as the Internet), and of business arithmetic and English; good knowledge of library techniques, authors and titles; ability to understand and follow written and oral instructions; ability to sort and file alphabetically and numerically accurately; ability to deal with the public tactfully and courteously, and to work harmoniously with other employees; ability to clearly communicate needs to supervisors and others; ability to make decisions, with limited supervision, in accordance with regulations and established policies; physical ability to lift book carriers weighing up to 40 pounds each and to perform the duties as described.

#### IV. ACCEPTABLE EDUCATION, EXPERIENCE, TRAINING

Completion of a standard high school course; or any equivalent combination of experience and training which provides the required knowledge, skill, and abilities. Library experience and experience serving the public preferred.