



Library Assistant/Circulation

CLASSIFICATION	5
RANGE	\$26,620.00-39,930.00
FLSA	NON-EXEMPT
NOTICE REQUIREMENT	TWO WEEKS
RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT	No

Job Summary: *(General summary/objective)*

This position performs a variety of routine library operations to provide direct service to library patrons. The incumbent will perform general library tasks according to detailed and established methods and procedures.

Key Responsibilities/Essential Functions:

- Responsible for performing circulation desk procedures, including charging, discharging, and renewing materials.
- Responsible for performing clerical and other library work as required.
- Maintains order in book stacks and assists in resolution of problems resulting from misshelved/misfiled materials.
- Assists patrons with public computer workstations including printing of documents.
- Contributes to department goals by accomplishing related duties as required
- Answers general questions from patrons and staff, referring more complex inquiries to supervisor.
- Other duties may include, but not limited to: processing functions in preparing books and other materials for the shelf including production and placement of labels; entering data in the computer; wrapping mylar jackets on books; public outreach; social media; and production of programs for children and adults.
- Performs other related duties as assigned.

Job Requirements:

- High School Diploma or GED equivalent required.
- Additional education and library experience are desired but not required.
- Must possess excellent customer service.
- Ability to follow detailed directions and instructions.
- Ability to use personal computer, internet services and library software to input and retrieve data.
- Excellent oral and written communication and the ability to interact effectively with library patrons and staff.

Physical Demands/Special Work Environment:

- Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Substantial movements (motions) of the wrists, hands, and/or fingers.
- Exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Worker must able to remain at work station in a stationary position for up to 50% of the time.

- The person in this position often needs to move about inside the office to attend meetings; access files, library materials, office machines; to interact with library patrons.

Reports to: Library Director or Designated Supervisor

Supervisory Responsibility: None

Botetourt County provides equal employment opportunities to all employees and applicants.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Signature

Date

Supervisor Signature

Date