

Library Assistant III -Small-Medium size Branch
Assistant Head of Circ- Ollie Burns
Full Time-40 Hr week. Minimum Hourly Rate: \$10.8965/ Annual: \$22,664.67

Nature of Work:

Under broad supervision, ensure courteous and accurate circulation of all branch library materials in a small to medium size Branch library. **Does not supervise**

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide Front-line customer service to the public
Check materials in/out
Register new patrons/update current patron info
Collect fines and other fees
Account for fines and other funds received
Assist with preparing statistical reports
Help with shelving of materials and checking for lost/misplaced items
Enforce library policies
Deal with public concerning problems related to circulation
Assist with opening/closing of branch
Other duties as requested

Cross train in all areas of the branch as considered necessary by Management

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of standard library practices and procedures
Basic computer usage, credit/debit machines and other office equipment
Ability to deal effectively with co-workers and public
Good communication skills, both oral and written

PHYSICAL REQUIREMENTS

Work is performed in office environment and requires sitting, standing, stooping, walking and lifting of Objects weighing less than 25 lbs; may require lifting objects weighing in excess of 25 lbs occasionally. Common abilities such as mobility and dexterity.

REQUIRED QUALIFICATIONS

HS + 3-5 years of library experience

The above statements are intended to describe the general nature and level of work for this position and are not presented as an exhaustive list of all job duties of the position.

OPPL is an equal opportunity employer and an At-Will employer.
A criminal background check and a drug screening is part of the pre-hire process

FLSA Status: Non-exempt

6/17/13