

Library Assistant I – Floater – Part-time

Internal and Website posting: 2/20/2023

Beginning hour rate: \$9.4070

As needed to substitute for absent staff at Branches

Floater must be able to be contacted and reply on short notice via telephone or text.

Answers to: Operations Coordinator

Branch Manager or Designated Department Head

Nature of Work:

Under general supervision, serves as System substitute. Responsible for providing Customer Service in all branches; including the Bookmobile of the Ouachita Parish Public Library.

Essential Duties and Responsibilities:

Checking in/out materials

Registering patrons

Collecting fines and other library related charges

Place holds on materials for patrons

Answer telephones

Identify and send in materials for cleaning and repair

Assist patrons in basic reference and other areas of the library

General duties of any department where a substitute may be needed on a short- term basis

Required Knowledge, Skills and Abilities:

Ability to understand and follow oral and written instructions

Ability to deal effectively with co-workers and the public

Work effectively in automated system used for library circulation

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 in excess of 25 lbs. occasionally.

Common abilities such as mobility and dexterity

Bookmobile requirements: job description will be provided.

Training will be provided prior to scheduling on the bookmobile.

Physical requirements: the work may require specific physical characteristics and abilities such as heightened strength, mobility and dexterity. May be required to occasionally lift objects weighing in excess of 75 lbs. Requires the ability to climb stairs and/or steps.

Required Qualifications:

High school diploma or equivalent

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.

The Ouachita Parish Public Library is an equal opportunity and an At-Will employer. A criminal background and a drug screening are part of the pre-hire process.

FLSA STATUS: NON-EXEMPT 9/3/13