

**Library Assistant III - Assistant Head of Circ/YA@ West Monroe**  
**Full time – 40 hours per week**  
**Beginning hourly rate: \$10.8965**

**Internal posting: 10/1/2023**  
**Website posting: 11/03/2023**

**Answers to:** Branch Manager

**NATURE OF WORK:**

Under general supervision, ensure courteous and accurate circulation of all branch library materials and provide programs for young adults 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**

**Prepare, promote and present programs for tweens and young adults.**

**Assist tweens and young adults with locating materials and reader's advisory**

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

**Experience working with young people**

**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