

**CUSTER COUNTY LIBRARY
POSITION DESCRIPTION**

TITLE: LIBRARY ASSISTANT – Circulation

General Description of Position: Perform library duties as described here, with an emphasis on task 1, for the Custer County Library. Additional specific tasks that fulfill these duties will be assigned, as needed, by your supervisor, the Library Director. This is a Non-exempt Permanent Full-time position that *includes evening and weekend hours.*

Qualification: Graduation from High school or GED certification with two years' post high school course work or equivalent experience in library services, completion of the South Dakota Library Training Institute or any similar combination of education, training and experience that is acceptable to the hiring authority.

Requirements:

1. Possession of, or be able to obtain within 60 days of hire, a valid South Dakota driver's license;
2. Ability to lift and carry up to 30 pounds of library materials frequently and up to 50 pounds occasionally;
3. Ability to push a loaded book truck and stand or sit for long periods of time;
4. Ability to bend, kneel, or stretch to reach low and high shelves;
5. Basic knowledge of the principles and practices of modern librarianship and information systems;
6. Ability to comprehend oral and written instructions;
7. Knowledge of record keeping, alphabetic and numeric filing and library computer programs; and
8. Skill in handling all age levels of library patrons.
9. Ability to plan and lead programs for patrons of all ages.

% of TIME

RESPONSIBILITIES

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| <u>50</u> | 1. Provide courteous patron services in a safe manner <ol style="list-style-type: none">a. perform all aspects of circulation in a timely and accurate mannerb. register new patrons and provide an orientation of the library's servicesc. assist patrons in locating desired materialsd. record patron requests for materials currently unavailablee. interpret and implement library policies and procedures regarding overdue materials, including calling and sending letters reminding patrons of overdue materialsf. remind disruptive patrons of proper library behavior in a courteous mannerg. assist patrons in using library technology resources such as the automated library catalog, internet, Wi-Fi, scanners, and downloadable e-books and audio booksh. answer telephone inquiries and use judgment to redirect calls when requiredi. prepare reports on overdue materials, circulation, fines, computer usage, etc. as directedj. maintain and upgrade information technology skills through continuing education opportunitiesk. record daily statistical information to be used by the Director to complete the State Annual Report |
| <u>25</u> | 2. Maintain quality and breadth of collection suitable for the needs of the local community <ol style="list-style-type: none">a. assist in preparing materials for cataloging and circulation with efficiency and accuracy |

- b. train and coordinate library volunteers to assist with preparing and organizing library materials.
- c. accurately shelve books, read shelves, and wipe down the collection on a regular basis
- d. maintain a valid, up-to-date collection by assisting in weeding and selection of library materials
- e. evaluate donated materials to determine suitability to collection or inclusion in book sale
- f. maintain a welcoming, organized, and attractive library environment

20 **3. Participate with the library team to enhance community outreach and literacy development**

- a. contribute to library social media sites, library newsletter, and other outreach/marketing efforts
- b. assist, as appropriate, with literacy/entertainment activities for all age levels, e.g., book clubs, story-time, the summer reading program, storytelling/music programs, etc...
- c. facilitate book displays to showcase the library's collection
- d. assist with conference room scheduling and test proctoring as needed
- e. participate in county sponsored events as directed

5 **4. Perform other duties as assigned with a cooperative attitude**

Printed Name

Signature

Date