

Jackson Parish Library
Job Description
Tier: Level I
Title: Circulation/Reference Assistant I

Reports to: Level IV to VIII

Supervises: None

Experience: None required; entry-level position

Pay Rate/Hour: \$8.00 - \$10.00

Pay Rate/Annual: \$4,992.00 - \$14,560.00

Part Time

Duties:

Arranges and shelves library materials; Shifts books as needed; Checks shelves to see that all books are correctly shelved.

Checks materials in and out; successfully utilizes library catalog and other digital resources.

Answers telephone; Answers questions appropriate to skill level; Relays messages to appropriate individuals,

Performs various procedures to open and close library: turning one/off lights, checking doors and restrooms, straightening chairs, picking up materials, etc.

Operates standard library equipment such as audio-visual equipment, copiers, microform machines, etc.

Assists patrons with routine location questions and refers patrons to other staff as needed; Instructs patrons in the use of library equipment.

Prepares library materials for circulation: book jackets, covers, cases, book cards and pockets, stamps, labels, etc.

Mends library materials as needed.

Performs various housekeeping tasks such as dusting and straightening.

Performs other duties as assigned.

This position will cross train with other positions as deemed necessary by management.

Requirements:

16 yrs. of age or older.

Successful completion of a two-month probationary period.

Able to repeatedly lift 20-25 lbs.

Be physically able to perform the essential functions of the job with or without reasonable accommodation.

Basic knowledge of basic library methods, techniques and procedures.

Ability to understand and follow written and oral directions.

Ability to establish and maintain effective working relationships with co-workers and the public and to conduct oneself with tact and courtesy.

Demonstrated ability to perform essential job duties.

Ability to work under minimum supervision.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel so designated.