

WILLIAMSON COUNTY PUBLIC LIBRARY
Job Description

Job Title: Library Assistant
Department: Williamson County Public Library
Reports to: Main Library Coordinator
FLSA Status: Non-Exempt
Prepared By:
Prepared Date:
Approved By:
Approved Date:

SUMMARY

Work performed in assisting Librarians in the Williamson County Public Library System. Work performed in assigned library department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists patrons.
- Provides information about library activities, facilities, policies and services, and community resources.
- Updates bibliographies and handouts as needed.
- Provides Reader's Advisory services.
- Conducts reference interviews.
- Responds to queries in person and by mail and e-mail.
- Provides technical assistance to library patrons on use of library equipment
- Provides and assists with library programming.
- Assembles book and library material displays
- Insures the security of library materials.
- Collects statistics.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Prefer a college degree or two-three years related library experience in one of the following: Technical services, Children's services, Reference services, Genealogy services, Young Adult services, or Circulation. Above average computer skills required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts and interest. Business math skills such as adding subtracting, multiplying and dividing.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to talk or hear. The employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.