

Library Assistant I - Circulation

Answers to: Branch Manager

Nature of Work: Under general supervision, responsible for providing frontline customer service to the public.

Essential Duties and Responsibilities: All duties of the Page position in addition to checking in/out materials, registering patrons, collecting fines and other library related fees, placing holds on materials for patrons, answering phones, identifying and sending in materials needing cleaning and repair to Technical Services, answering general questions and assisting patrons in locating materials, and other duties as requested are considered essential.

Required Knowledge, Skills and Abilities: Ability to understand and follow oral and written instructions. Ability to deal effectively with co-workers and the public. Basic computer skills, using Windows environment. Ability to operate office and other equipment relative to library functions are needed.

Physical Requirements: Work is performed in an office environment and requires sitting, standing, and stooping. Walking and lifting of objects weighing less than 25 lbs. may be required occasionally. Common abilities such as mobility and dexterity are needed.

Required Qualifications: High school diploma or equivalent is required.

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 check and a drug screening are part of the pre-hire process.

FLSA STATUS: NON-EXEMPT

7/1/13