

Library Assistant I - Floater

Answers to: Operations Coordinator and/or Branch Manager, or designated department head.

Nature of work: Under general supervision, serves as system substitute. Responsible for providing customer service in all branches of the Ouachita Parish Public Library.

Essential duties and responsibilities: Library circulation functions including checking in/out materials, registering patrons, collecting fines and other library related charges, placing holds on materials for patrons, answering telephones, identifying and send in materials for cleaning and repair to the Technical Services Department, assisting patrons in basic reference and other areas of library service, general duties of any department where a substitute may be needed on a short term basis, and other duties as assigned.

Required knowledge, skills, and abilities: Ability to understand and follow oral and written instructions. Ability to deal effectively with co-workers and the public. Work effectively in automated system used for library circulation. Basic computer skills in the Windows environment. Ability to operate standard office equipment including credit card machines.

Physical requirements: Work is performed in office environment and requires sitting, standing, stooping, walking and lifting of objects weighing less than 25 lbs. and may require lifting objects in excess of 25 lbs. occasionally. Common abilities such as mobility and dexterity

Required qualifications: High school diploma or equivalent.

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