

Library Assistant II - Circulation/YA

Answers to: Branch Manager or Department Head

Nature of Work: Under general supervision, responsible for providing customer service to the public. Includes some work with tweens and young adults.

Essential Duties and Responsibilities: Checks materials in and out. Registers patrons. Collects fines and other library related fees. Places holds on materials for patrons. Answer phones. Identifies and sends in materials needing cleaning and repair. Prepares, promotes, and presents programs for tweens and young adults. Assists tweens and young adults with locating materials and reader's advisory. Other duties as requested

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

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 require occasional lifting of objects weighing in excess of 25 lbs. Common abilities such as mobility and dexterity.

Required Qualifications: High school diploma or equivalent. Some experience working with young people preferred.

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
6/17/13