

Library Assistant II - Administrative Aide
Main Branch – Full Time
Minimum Beginning Pay: \$11.0057/hr.; \$22,891.88 Annual

Answers To: Operations Coordinator

Nature of Work:

Under broad supervision, acts as switchboard operator
Maintains patron registrations for the system

Essential Duties and Responsibilities:

Answers multi-line phone system
Maintains supplies for copier in administration office
Receives and processes borrower's registration forms
Mails patron's cards and notices of fines/fees on daily basis
Processes returned mail from the post office
Assists with scheduling the public meeting rooms
Takes and processes memorial requests
Maintains patron database for automated library system as related to patron records
Formulates new patron forms
Maintains information on staff for call forwarding
Other duties, as requested

Required Knowledge, Skills and Abilities:

Basic computer skills
Excellent communication skills, oral and written
Good customer service skills
Multi-line phone system operation skills

Physical Requirements:

Work is mainly sedentary but may require some walking, standing, stooping, carrying light items or driving an automobile. No special physical demands are required to perform the work.

Required Qualifications:

High school diploma or equivalent + 1 yr experience

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 drug screening are part of the pre-hire process.**

FLSA STATUS: NON-EXEMPT
6/12/14