



Library Assistant I Salary Grade - 3 FLSA – Non-Exempt

Nature of Work

This is responsible service desk work in some general areas as well as focused roles as indicated below, providing assistance with the daily operations and programs of the public library system for Sevier County. Activities associated with the job include checking books and other materials in and out, re-shelving books, assisting with posting and sending overdue notices, assisting library patrons with registration requirements and processing library materials. Additional activities include answering reference questions, assisting with children's activities, leading teen programs, providing reader's advisory, assisting patrons with computer work, etc. Job responsibilities require some experience working for a public library, good organizational, interpersonal and decision-making skills, ability to deal with detailed financial and program related records and good computer skills. Ability to Job performance is evaluated by the Library Director through review of the overall organization and operation of the Library, level of support for library operations, ability to accurately handle detailed information and ability to interact effectively with co-workers, volunteers and library patrons. Job activities are also subject to annual audits.

Illustrative Examples of Work

Circulation Librarian:

- Checks books and other materials in, out, and renew in accordance with existing policies and procedures.
- Re-shelves and ensures the proper organization of books and other materials for library system.
- Assists with registering library patrons and ensuring that all information is up to date.
- Answers incoming calls and provides information to the caller and/or refers to the appropriate personnel and make calls to patrons regarding reserves for them, overdue items, notification for programs they are registered to attend, etc, and clear messages on phone as part of opening procedures.
- Answers directional questions from visitors and provide other circulation information as needed.
- Assists with the collection of fees for past due materials and books as well as copies, and items for sale via fundraising programs, explaining and promoting those to patrons.
- Complete required paperwork for opening library as scheduled, as well as sheets for documentation of circulation activities each day, and financial accounting sheets for tabulating and documenting daily monies received to be put with those funds and placed in safe daily.
- File paperwork in locations where stored as needed.
- Clean and run repair on DVDs and CDs as needed.
- Assist with after school snack service while helping to supervise students within the Code of Conduct, provide conflict resolution, and promote library events to patrons.
- Assists with issuing library cards to eligible patrons and ensures that loaned materials are returned in a timely manner and/or appropriate notices are sent out regarding overdue books, audio tapes, etc.
- Assist with cataloging magazines via a temporary record.
- Provide department support for programs and events as needed and keep community and library information boards up to date.
- Assist patron with education and bite-size training for technology that can be checked out and taken home, such as for tablets and WIFI hotspots.
- Bilingual staff provide translation services for patrons as needed.
- Developing/assisting with passive programming.
- Report maintenance issues to the director/county in the evening after maintenance/custodial staff have left.

Reference Librarian:

- Answers reference questions and assists patrons with locating requested books, reference materials, audio books, etc., in person, on the phone, and via email.
- Provide reader's advisory for patrons and assist with research projects.
- Puts out daily newspapers and other periodicals for library patrons.

- Assists with maintaining an accurate inventory of all library books, audio books, cd's, equipment and supplies.
- Process ILL requests.
- Pull and process reserves, transferring to circulation service desk, and calling patrons for pick up.
- Copy all PR articles from paper to deliver to PR coordinator and volunteer coordinator for library history scrapbook.
- Keep rotating lists of best sellers, award winning books, top 10 for various reader types, and other advisory information for patrons to pick up and use in browsing the stacks.
- Provide computer assistance to patrons as needed.
- Provide department support for programs and events as needed and keep community and library information boards up to date.

Children's Librarian:

- Plans, promotes and implements programs for children, age's birth through 5th grade using a variety of literacy resources from print to digital addressing a wide range of children's needs including preparation to enter school, growing creativity, acceptance, tolerance, curiosity and exploration, and developing a lifelong love of learning and reading. Programs include babies and toddlers, preschool story hour, PJ and Lego story hour, After School programs, summer reading programs and special events/programs.
- Plan and lead tours for school groups and other field trip groups as requested.
- Keep planning notebook for all programs with complete outlines including books, crafts, songs, games, activities, guest presenters/readers, parent tips, bilingual and sign language activities/books, music and instrument inclusion, etc.
- Provide excellent customer service including reader's advisory, catalog searches, and computer use assistance.
- Team prep for large scale children's events and programs.
- Homework assistance.
- Computer use assistance.
- Data reporting and entry, preparing reports for variety of stakeholders.
- Performs related duties as required.
- Create focused displays and takeaway educational flyers for variety of topics, books, authors, etc., rotating regularly for fresh content throughout the year.
- Attend school parent/family/literacy nights representing the library system and providing current information on all programs and services of the library.
- Collection development based on needs, requests, and topics/trends that are current.
- Maintenance of library program schedule on library and staff schedule calendars.
- Interface with parents and guardians about child development and Kindergarten preparation
- Coordinate ongoing reading promotions—1000 Books before Kindergarten (nationwide program) and a school year reading tracker program (in coordination with Dairy Queen)

Teen Librarian:

- Plan, implement, and conduct all teens programs for the library system including, after school programs, summer reading, TAG activities, and special events and programs for tweens and teens in 6th through 12 grades.
- Plan and lead tours for school groups and other field trip groups as requested.
- Keep planning notebook for all programs with complete outlines for plans.
- Provide excellent customer service including reader's advisory, catalog searches, and computer use assistance.
- Team prep for large scale children's events and programs.
- Homework assistance.
- Computer use assistance.
- Data reporting and entry, preparing reports for variety of stakeholders.
- Performs related duties as required.
- Create focused displays and takeaway educational flyers for variety of topics, books, authors, etc., rotating regularly for fresh content throughout the year.
- Collection development based on needs, requests, and topics/trends that are current.
- Attend school parent/family/literacy nights representing the library system and providing current information on all programs and services of the library.
- Plan and present monthly book club with pre-teen and teens.
- Select books and order books from other libraries as needed

-Prepare Self-Directed reading challenges for teens and encourage participation.

Business Center Librarian:

- Provide hands on, one on one help and assistance to patrons who are utilizing the business center computers for a variety of projects for leisure, education, business, or other pursuits.
- Assist patron with education and bite-size training for technology that can be checked out and taken home, such as for tablets and WIFI hotspots.
- Assist patrons to download resources and books from online sources for their devices.
- Assist patrons with faxes and copies.
- Update of bulletin board for various topics, trends, and educational information regarding all aspects of technology.
- Keeping up to date lists for patrons on basic information in areas of job hunting, interviews, and simple forms needed for tasks such as divorces, wills, DNR, etc.

Makerspace Librarian:

- Assist patrons to use all technology including robotics, circuitry, and Apple lab CAD computer/software and recording/editing hardware and software.
- Provide after school programs utilizing the robotics and creative technology and equipment for educational engaging opportunities including Makey Makey, Google Finch, Smart Gurlz, Little Bits Circuitry, Raspberry Pi, Squishy Circuits, Ozobot, SmartBoard, etc.
- Create focused displays and takeaway educational flyers for variety of topics, books, authors, etc., rotating regularly for fresh content throughout the year.
- Consult and assist to schedule appropriate staff from business center or makerspace to help business owners and patrons with commercial production/video recording using digital media for promotional pieces.
- Pursue training and information on trends, skills, and technology updates.
- Monitor and assist users of the iLab Apple computer lab for computer aided drafting, 3D printing, Green Screen, professional video and audio editing software and hardware.
- Facilitate permissions for book readings for library YouTube channel keeping notebook of author and publisher permissions and lengths of availability of resources used.
- Monitor gallery space and monthly art exhibits, assisting patrons who wish to purchase any art on display that is for sale.
- Monitor groups using conference room for assistance as needed.
- Monitor groups and individuals using small study rooms for assistance and other issues as needed.
- Weeding and collection development of non-fiction collections.

Other:

- Provide courier between main and branch libraries with in-transit materials as needed by location.
- All specialty areas participate in staff development, read professional literature, attend and participate in staff meetings, program development committee meetings, and other programs to stay on track with trends and developments in literature and other resources for their area.
- All specialty areas should have ability to connect and collaborate with populations of diverse backgrounds and abilities in a positive manner.
- All specialty areas should be aware and understanding of varying levels of patron need due to a variety of factors and be able to translate those needs into effective library services and programs.
- All specialty areas should have knowledge of standard library procedures, policies, and laws relating to library service, and current information technology, Internet, and databases.
- Learn, understand, and be prepared to fulfill the duties of each service desk in the absence of those staff.

Necessary Requirements of Work

Graduation from an accredited four-year high school (Associates Degree preferred) supplemented with additional training in office management or related field; a minimum of one year experience working for a public library; good organizational, interpersonal and decision-making skills; some experience performing basic accounting transactions and general office administrative duties; or any equivalent combination of education or experience to provide the following knowledge, abilities and skills:

- Knowledge of the Library Board Policies and Procedures manual including all revisions, updates and amendments.
- Ability to make appropriate and timely decisions within existing policies and procedures.
- Ability to accurately perform basic bookkeeping transactions in a consistent manner.
- Ability to remain current on new developments in library operations and apply them effectively on the job.
- Ability to prioritize personal time and activities to ensure the timely completion of all job responsibilities, meet established deadlines, etc.
- Ability to interact effectively with library patrons, local and regional officials, co-workers, community organizations and the public.
- Ability to teach basic computer skills to library patrons and deliver effective story telling sessions to children.
- Skill in the use of computer hardware components and related software applications.

Physical Requirements

- This is light work requiring minimal static, explosive, dynamic and trunk strength and requiring the exertion of up to 30 pounds of force occasionally and up to 5 pounds of force frequently to move objects
- Work requires moderate flexibility, mobility and speed of limb movement
- Work requires moderate effort and stamina
- Work requires both gross body equilibrium and coordination for balancing, bending, stooping, kneeling and walking
- Work requires considerable arm/ hand steadiness and manual and finger dexterity
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds
- Visual acuity is required for the inspection of small defects and/or small parts, use of measuring devices, operation of office equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings and activities
- The worker is subject to inside and occasional outside environmental conditions