

# Washington County Public Library System

## POSITION SPECIFICATION

TITLE: Library Assistant PAY GRADE: 03  
REPORTS TO: Branch Manager HOURS/WEEK: varies

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**Summary Description:** The incumbent for this position is responsible for assisting patrons in locating and checking out materials, checking in materials being returned, processing and shelving new and returned materials, answering computer questions, preparing or assisting in the preparation of children's programs, conducting tours, answering inquiries, and performing opening and closing procedures of the library.

### **Primary Duties and Responsibilities:**

- ◆ Check out books and other materials to patrons.
- ◆ Check in books and other materials returned by patrons.
- ◆ Issues new library cards to patrons.
- ◆ Assist patrons in locating specific materials using the library catalog.
- ◆ Answer general patron inquiries.
- ◆ Prepare and present children's programming.
- ◆ Advise patrons of library policies and procedures relating to material checkout and return, due dates, fines, etc.
- ◆ Performs opening and closing procedures.
- ◆ Assist patrons with computer operations.
- ◆ Keep workstation, break room, and public access areas clean, neat, and organized.
- ◆ Maintain files, logs, statistics, and other records.
- ◆ Operate cash register, and collect money from patrons for fines, etc.
- ◆ Conduct tours.
- ◆ Enforce library rules, policies, and procedures.
- ◆ Read shelved materials and move misplaced materials to proper locations.
- ◆ Schedule meeting rooms, programs, classes, etc.
- ◆ Attend periodic meetings, training seminars, etc.
- ◆ Contact police, fire, or ambulance service in the event of an emergency.

- ◆ Assist in the evacuation of patrons and staff in the event of an emergency.
- ◆ Troubleshoot computer and printer problems; and or contact the proper staff if needed.
- ◆ Perform other duties as assigned.

**Minimum Qualifications:**

**Required:** At least two years of college-level coursework in any field (48 semester or 64 quarter hours). General computing and keyboarding skills. Ability to lift up to 20 pounds frequently and up to 40 pounds occasionally.

**Desired:** Bachelor's Degree in English, History, Education, Speech, or related liberal arts field; and/or at least five (5) years of directly related work experience.

**Typical Physical Requirements:**

General physical: Frequent sitting, standing, bending, walking, lifting, and carrying.

Eye-hand coordination: Required to handle and process materials.

Finger dexterity: Frequent data entry and keyboard operations.

Vision: Good vision (adequate to read normal book and magazine print) is necessary due to frequent exposure to VDTs (video display terminals).

Speech: Converses verbally with other staff, patrons, and vendors frequently.

Hearing: Essential to communicate with staff and patrons.

Lifting: Up to 20 pounds frequently and up to 40 pounds occasionally.

**ADA Statement:**

The Washington County Public Library will make reasonable accommodations to disabled applicants or staff according to the provisions of the US Americans With Disabilities Act (ADA).

Must possess a valid driver's license.

Must be able to work evenings and weekends.