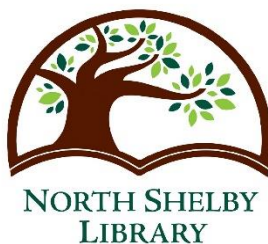


Adult Services/Reference Assistant
Classification: Library Assistant I, II, III



North Shelby Library

Job Description – Adult Services/Reference Assistant

General Statement of Duties:

Works in a variety of capacities in the adult services/reference department including with the daily duties of shelving, reader's advisory, and assisting with programming under the direction of the Reference Librarian; performs directly related work as required.

Distinguishing Features of the position Adult Services/Reference Assistant:

The principle function of an employee in this position is to perform daily departmental tasks such as shelving and assisting patron's needs. The work is performed under the supervision of the Reference Librarian, but leeway is granted to exercise independent judgment and initiative regarding departmental matters. The nature of the work performed requires that an employee in this position establish and maintain effective work relationships with the Director of Library Service, the Reference Librarian, the Adult Services Librarian, coworkers, and the general public. The principle duties of this position are performed in a general library environment.

Examples of Essential Work:

- Assist patrons by suggesting and locating appropriate materials;
- Assist patrons with the use of the online catalog and public access computers;
- Answer general information questions regarding library procedures and policies;
- Shelf, straighten, and shift materials in the department;
- Weed collection as needed for condition in accord with North Shelby Acquisitions Policy;
- Obtain and review pending list and pull requested materials;
- Assist with departmental statistic tracking;

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- Monitor department and library cleanliness
- Communicate and coordinate regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Additional tasks as needed or as assigned by supervisor or Director of Library Services.

Required Knowledge, Skills, and Abilities:

- Substantial knowledge of department specific library functions, rules, policies, and procedures;
- Knowledge of the Dewey Decimal System;
- Substantial knowledge of department specific materials and resources;
- Substantial knowledge of North Shelby Library policies and procedures;
- Substantial knowledge of library equipment set-up and take-down;
- Substantial knowledge of various resources available throughout the library system;
- Ability to fulfill assigned goals and tasks;
- Ability to organize and prioritize work;
- Ability to maneuver and manipulate objects among high and low shelves;
- Ability to evaluate new circumstances and apply prior experience and knowledge with good judgment;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training:

- Graduation from high school; or GED and
- Some experience in library operations; or

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- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities to perform work.

Essential Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively in public and private;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to read and scan a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a personal computer, telephone, Ellison press, and other library equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to maneuver and manipulate objects among high and low shelves and function within a library environment.

Approved by: _____ Date: _____