

**CUSTER COUNTY LIBRARY
POSITION DESCRIPTION**

TITLE: LIBRARY ASSISTANT – Relief

General Description of Position: Perform library duties as described here, with an emphasis on task 1, for the Custer County Library. Additional specific tasks that fulfill these duties will be assigned, as needed, by your supervisor, the Library Director or his/her designee. This is a non-exempt, temporary part-time position that includes evening and weekend hours.

Qualification: Graduation from high school or GED certification required; post high school employment, volunteer experience in library services, or coursework with the South Dakota Library Institute a plus.

Requirements:

1. Possession of, or be able to obtain within 60 days of hire, a valid South Dakota driver's license;
2. Ability to lift and carry up to 30 pounds of library materials frequently and up to 50 pounds occasionally;
3. Ability to push a loaded book truck and stand or sit for long periods of time;
4. Ability to bend, kneel, or stretch to reach low and high shelves;
5. Beginning knowledge of the principles and practices of modern librarianship and information systems; Change too: Ability and Willing to learn the principles and practices of modern librarianship and information systems
6. Ability to comprehend oral and written instructions;
7. Knowledge of record keeping, alphabetic and numeric filing, and computer literate
8. Skill in handling all age levels of library patrons.

% of TIME

RESPONSIBILITIES

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| <u>75</u> | 1. Provide courteous patron services in a safe manner <ol style="list-style-type: none">a. perform all aspects of circulation in a timely and accurate mannerb. maintain a welcoming, organized, and attractive library environmentc. register new patrons and provide an orientation of the library's servicesd. assist patrons in locating desired materialse. record patron requests for materials currently unavailablef. accurately shelf books, read shelves, and wipe down the collection on a regular basisg. interpret and implement library policies and procedures regarding overdue materialsh. obtain necessary information from patrons wanting to request inter-library loansi. remind disruptive patrons of proper library behavior in a courteous manner |
| <u>10</u> | 2. Furnish information and technology services in a clear and concise manner. <ol style="list-style-type: none">a. assist patrons in using library technology resources such as the automated library catalog, internet, wi-fi, scanners, and Libbyb. answer telephone inquiries and use judgment to redirect calls when requiredc. maintain and upgrade information technology skills through continuing education opportunitiesd. record daily statistical information |
| <u>5</u> | 3. Maintain quality and breadth of collection suitable for the needs of the local community <ol style="list-style-type: none">a. assist in preparing materials for cataloging and circulation with efficiency and accuracy |

- 5 **4. Participate with the library team to enhance community outreach and literacy development**
a. assists with literacy/entertainment activities for all age levels, e.g., book clubs, story time, the summer reading program, storytelling/music programs etc. as directed

5 **5. Perform other duties as assigned with a cooperative attitude**

Printed Name

Signature

Date