

Greenwood-Leflore Public Library System
405 West Washington Street
Greenwood, MS 38930
662-453-3634

Position Description

Position Title: **Library Assistant I**
FLSA Status: **Non-Exempt**
Reports to: **Circulation Supervisor**
 Greenwood-Leflore Public Library System

Duties and Responsibilities:

- Works at Circulation Service Desk either at the Greenwood-Leflore Public Library or at the Jodie Wilson Branch Library during assigned periods and provides back-up support when patrons/users are waiting for assistance.
- Activities can include, but are not limited to:
 - understands and is able to use the Greenwood-Leflore Public Library System's automation system to circulate library materials, check on the availability of library resources, and respond to other types of inquiries;
 - provides reference/ information assistance whether for in-person requests or telephone;
 - responds to public access computer requests and can provide one-on-one basic assistance;
 - checks out and in of library materials;
 - shelves all returned items in a timely manner;
 - participates in library collection maintenance procedures;
 - maintains daily records of circulation, fines, and overdues;
 - registers/issue library cards to new users according to library policies;
 - operates all library or office equipment as necessary.
- Assists in the maintenance of the Greenwood-Leflore Public Library System's bibliographic database of library materials;
- Updates/maintains staff and public access computers as needed and/or assigned;
- May assist in all types of library-based programs for library patrons;
- Works with other staff or community residents to create displays for the Greenwood-Leflore Public Library System;
- Participates in standard housekeeping/maintenance needs of the Greenwood-Leflore Public Library System as needed;
- Responds pleasantly and efficiently to all requests for assistance by the users and potential users of programs and services of the Greenwood-Leflore Public Library System;
- Maintains a warm, enticing atmosphere, and customer service attitude to library users of all ages and background at the Greenwood-Leflore Public Library System;
- Maintains a respectful and appropriate professional relationship with fellow staff members, volunteers, and temporary, grant-funded colleagues;
- Participates in job-related skills development and off-site training activities;
- Completes, in a timely and pleasant manner, any tasks as needed and/or assigned by Director or supervisor.

Minimum Job Qualifications Standards for Performing Essential Job Functions:

The statements below are intended to describe the general nature and levels of work performed by staff and are not to be considered an exhaustive list of skills and abilities that may be required to perform this position.

- Provides excellent customer service and joins with all Greenwood-Leflore Public Library System staff to make patrons their top priority;
- Demonstrates the ability to think creatively, develop action plans, and carry them through to completion;
- Capable of using Microsoft Office Suite Professional 2007 and/or 2010 as well as future upgrades on a daily basis;
- Works collaboratively with the other staff members to meet the service needs of its community;
- Helps to promote the Greenwood-Leflore Public Library System and its programs/services;
- Demonstrates integrity and honesty;
- Respects differences and is inclusive to all.

NOTE: The duties listed above are not inclusive of the various types of duties that will be performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Minimum Requirements:

- Associate's Degree from a community college or at least two (2) years of college preferred;
- At least three (3) years of varied and progressively responsible customer service skills preferred;
- Strong computer skills with the ability to currently use and apply effectively Microsoft Office Professional 2007 and/or 2010, as well as future upgrades on a daily basis;
- Supervisory skills desired.

Work Environment:

- Majority of work to be performed is in an office type environment that can include interruptions;
- Makes frequent daily contacts with other library staff members, the community, public officials, or businesses/organizations;
- Must be able to obtain a valid Mississippi Driver's License.

Knowledge, Skills, and Abilities:

- Supervisory and leadership abilities;
- Good organizational and decision-making skills;
- Ability to maintain strong public-service orientation amongst all Greenwood-Leflore Public Library System staff;
- Ability to communicate effectively orally and in writing;
- Willingness to learn new techniques and activities;
- Training/experience electronic resources including social networking media;

- Ability to resolve computer maintenance issues;
- Ability to quickly develop a thorough knowledge of the Greenwood-Leflore Public Library System's automation system;
- Capable of using Microsoft Office Professional 2007 and/or 2010 or future upgrades on a daily basis.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, communicate or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to fifteen (15) pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

If Americans with Disabilities Act (ADA) accommodations are needed, please contact the Search Committee.

Probationary Period and Termination at Will:

Every Greenwood-Leflore Public Library System employee must successfully serve a six (6) month probationary period before that employee is granted permanent service status.

During the probationary period, the employee's work and conduct is evaluated. During this six (6) month probationary period, the employee does not have a property right to his or her job and may be terminated with or without cause and without due process by the employer.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)