



Ina Pullen Smallwood Memorial Library

JOB DESCRIPTION

Job Title: Library Assistant

Relationships

Reports to: Library Director

Job Summary

Under the supervision of the Library Director, the employee performs various duties for the library. Included is the maintenance of library books and patron records, as well as assisting patrons and co-managing the library's public media accounts.

Hours: 20 hours per week / Part-time position / \$10.25 per hour.

Responsibilities

1. Helps maintain the library's social media presence on platforms such as Facebook, Instagram, Tiktok, Snapchat, and library website.
2. Helps perform community outreach to promote the library services.
3. Processes and catalogues materials when needed.
4. Provides references services.
5. Assists patrons at circulation desk.
6. Encourages circulation of materials by helping design displays, flyers, and providing reader's advisory services and recommendations.
7. Assists patrons in choosing, locating and using library materials and services.
8. Ensures collection is neat and orderly and inspects material for damage or missing bar codes.
9. Issues library cards.
10. Correctly label and shelve books.
11. Answers phone.
12. Manages cash payments for prints, fees, fines, etc.
13. Assisting with special library events such as: movie nights, storytime, craft days, Summer Reading Program activities, etc.

14. Possibly attending meetings if the Director is unable to be present.
15. Supervise and work along with staff to accomplish the completion of projects and tasks issued by the Director.
16. To act as library supervisor when Director is unable to be present at work due to illness, attending out-of-town meetings, etc. This may include taking on some of the Director's responsibilities such as payroll duties, planning staff work schedules, etc. until the Director is able to resume their duties.
17. Assist the Library Director in applying and obtaining Grants and funding for the library.

Knowledge, Skills, and Abilities

(*can be acquired on the job)

1. Knowledge of computer applications and programs as they apply to the library.
2. *Knowledge of library policies, procedures, and work relating to both print and non-print materials.
3. Ability to communicate effectively, orally and in writing, with staff and public in a positive and professional manner.
4. *Ability to operate and maintain library equipment.
5. Skill to type proficiently.
6. Adaptability to accept corrections and suggestions.
7. Manual dexterity and physical strength to do required work.
8. Knowledge of databases and online resources.
9. Passable Knowledge of literature
10. Ability to establish and maintain effective relationships with the public and colleagues in a positive and professional manner.
11. Ability to assist the Library Director with planning projects and activities.
12. *Knowledge of the Dewey Decimal System
13. Ability to interact with library guests confidently and professionally.

Minimum Qualifications

1. Passable knowledge of public libraries and how they are organized.
2. Must be Book Savvy – Knowledgeable of popular book titles and able to identify different book genres.
3. Possession of a current and valid Alabama driver's license.
4. Knowledge of how to use computer programs such as; Microsoft Word and Excel.
5. Has reliable transportation.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and

residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

Physical Demands

The work requires some physical exertion such as long periods of standing; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

To Apply

Applicants must submit a cover letter, resume and three professional references to:

Ina Pullen Smallwood Memorial Library
224 Grant St.
Chickasaw, AL 36611

OR submit electronically to: chickasawlibrarystaff@gmail.com