Chillicothe & Ross County Public Library

Adult Services Assistant

Supervisor: Enrichment Services Manager
Position: FLSA Non-Exempt
Pay Band: C

Position Summary

The Adult Services Assistant is part of a team that ensures a positive experience for adults in the library. This team connects adult patrons with library materials, services, and programs, and provides information about additional community resources.

Essential Duties & Responsibilities

- Responsible for planning, presenting, and evaluating library programs and events for adults, both on and off-site, under the direction of the Enrichment Services Manager.
- Remain current on popular trends for all ages.
- Provide adult programming guidance to County Branch staff.
- Research and recommend quality speakers and programs for library users.
- Be a resource for information about library services and programs to library patrons and library staff.
- Provide readers' advisory and answer reference questions, promote adult events, and engage with adults in the library.
- Responsible for monitoring the safety and accessibility of our physical and digital spaces. Report findings to supervisor as needed.
- Maintain library spaces to ensure an orderly and attractive experience for patrons.
- Serve on Bookworm development team.
- Prepare support materials and statistics for the Adult Services department.
- Participate in professional organizations and workshops, and keep informed of current trends and new techniques in adult services.
- Instruct patrons in the use of basic reference tools, both print and electronic.
- Working public service areas as assigned: including answering reference and information questions: checking materials in and out; answering the telephone; issuing borrower's cards; processing materials, shipments, and reports; shelving, shelf reading, etc.
- Assist patrons in the use of technology available in the library, including basic troubleshooting of microfilm, photocopier, and computer problems.
- Recruit, train, and manage volunteers working in or on behalf of the library, under the guidance of the Enrichment Services Manager.
- Actively participates in safety and security trainings and utilizes training to protect the physical library, the library's online infrastructure, staff, and patrons.
- Perform related duties as required.

Qualifications

- High school diploma or G.E.D. Two years of coursework at the post-secondary level preferred.
- Two years library, customer service, or event planning experience.
- Ability to communicate effectively.

Supervisory/Management Responsibilities

Responsible for library location and programs in the absence of a manager.

Guide staff in Bands A & B.

Interaction

Frequent interaction with library employees, patrons, community organizations and vendors.

Computer/Technology Skills/Equipment/Software Skills

Common technology used in this position includes but is not limited to Outlook, Data Entry, Electronic Resources, SirsiDynix ILS, Microsoft Programs, Intranet (StaffNet), Internet (www.CRCPL.org) Laptop, and other library-related software applications.

Travel Requirements

Travel by automobile is required for coverage at other library locations, position responsibilities, and/or training.
Frequency of travel: Occasional

Physical Demands

Ability to regularly lift/push/pull up to 50 pounds.

Often required to perform tasks at a desk for extended periods of time.

Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment.

Manual dexterity and physical ability to perform essential duties requiring continual standing, reaching, bending, and walking.

Work Environment

Work performed generally indoors in a general office/library setting.

Telecommute Potential: 10%

Requires availability for extended or nontraditional hours as needed to perform job duties.

Requires periodic participation and attendance at related library events and training.

Work occasional weekend and evening hours to conduct library programs.

Disclaimer

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.