

Job Title:	<u>Seasonal Librarian Assistant</u>	FLSA Status:	<input type="radio"/> Exempt	<input checked="" type="radio"/> Non-Exempt
Job Level:	<u>Seasonal</u>	Salary Grade:	<u>2</u>	

Connecting our community to discover, inspire, and grow!

Job Overview *Summarize the primary purpose of the job.*

Under the general supervision of the Manager and/or Coordinator participates in the general operation of the Public Services Team. Provides direct service to the public as a welcoming point-of-contact, answering basic informational questions, assisting with programming, and ensuring customers receive high quality service. Contributes to creating a positive environment and enthusiasm about the Library.

Essential Functions *List up to six essential responsibilities of the job*

1. Provides assistance at a service point, assists customers with inquiries, and provides program support on a regularly scheduled basis, including but not limited to: greeting customers, providing and promoting information about the Library, program registration, program inquiries, and patron account look-up; participates in the service schedule rotation including: service desk and departmental opening and closing.
2. Participates program- and service-related activities throughout the Library, including but not limited to: assisting staff with events, preparing outreach materials, and assisting with inventory projects.
3. Answers questions about library policies and operations; responds to patron questions, comments, and complaints and refers unresolved problems to proper level of authority as needed. Contributes to creating a positive environment and enthusiasm about the Library.
4. Embraces “Service at the level of WOW!” philosophy. Promotes the library by the practice of good public relations; works and communicates effectively with the public and other staff members.
5. Completes other duties as assigned; and participates in continuing education activities that are pertinent to the position.

Autonomy *Select the level which best describes the level of independence the job has in conducting work.*

- Work is monitored by supervisor; follows standard and/or detailed processes and procedures.
- Results are defined; independently determines how to accomplish tasks; supervisor provides guidance and is available to resolve problems.
- Provides input on the results to be achieved; sets goals and determines how to accomplish results with few or no guidelines to follow; supervisor provides overall direction.
- Defines guidelines and results to be achieved; provides overall direction for the Library. Completes work independently with full discretion.

Budgetary Responsibility *Select the level which best describes the job's typical fiscal authority.*

- Has no financial or budgetary authority.
- Requests approval for financial actions.
- Accountable for financial decisions within area. Provides input to the budgeting process.
- Accountable for financial decisions that impact the Library as a whole. Actively engaged in the budgeting process.

Supervisory Responsibility *Select the level which best describes the job's typical responsibilities in managing people and provide the number of people.*

- Not responsible for supervising others.
- Guides or directs work of _____ employees who perform essentially the same or lower level work.
- Full supervision of _____ non-supervisory employees.
- Full management of _____ primarily other managers/supervisors or professionals.

Education *Select the highest level of education required and preferred for the job.*

Required	Preferred
<input checked="" type="radio"/> High School Diploma or GED	<input type="radio"/> High School Diploma or GED
<input type="radio"/> Associate's Degree:	<input type="radio"/> Associate's Degree:
<input type="radio"/> Bachelor's Degree:	<input type="radio"/> Bachelor's Degree:
<input type="radio"/> Master's Degree:	<input type="radio"/> Master's Degree:

Work Experience *Provide the experience required and preferred to perform the job responsibilities.*

Required: 1 years or more of related experience

Preferred: 1 years or more of library experience

Specialized Training *List specialized training or skills required to perform the job responsibilities.*

- Maintains current knowledge of library trends, materials, practices, techniques and technology; exhibits a willingness to learn other applications as needed
- Strong communication and interpersonal skills

Check here if a Driver's License and proper vehicle insurance is required for this job.

Work Environment *Select the typical physical demands required to effectively handle the job responsibilities.*

- Library environment/no specific unusual physical demands.
- Specific physical requirements. **If checked, see addendum on next page.**

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all responsibilities and qualifications required of the job.

Incumbents may be required to work nights and/or weekends and travel to external events as part of the job's responsibilities.

Date Created: 11/9/2020

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