

## **DIXIE REGIONAL LIBRARY SYSTEM**

**JOB DESCRIPTION FOR:** LIBRARY ASSISTANT

**LOCATION:** Pontotoc County Library  
111. North Main St., Pontotoc, MS 38863-2103

**HOURS:** 28 hours per week;  
Tuesday – Friday; 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Saturdays

**REPORTS TO:** Branch Manager

### **POSITION SUMMARY:**

The Library Assistant performs tasks which contribute to the library's mission of public service. Tasks include assisting library patrons in the use of materials and maintaining the library's collection and facilities. Professionalism and congeniality are required; an important aspect of this position is that of greeting the public.

### **QUALIFICATIONS:**

1. High school diploma or equivalent; College degree preferred
2. Thorough understanding of and ability to use the English language
3. Experience in the operation of computers and other office equipment

### **JOB-RELATED SKILLS AND KNOWLEDGE REQUIRED:**

- Interest in and willingness to serve people
- Willingness to work and exhibit a pleasant attitude
- Ability to follow written and oral instructions
- Ability to write legibly, type, and spell correctly
- Ability to use word processing programs such as MS Word
- Ability to place materials in alphabetical order
- Ability to place materials in numerical order using decimals
- Some knowledge of and interest in books
- Knowledge of electronic systems, including the Internet, CD-ROM, and digital databases
- Ability to handle money and make change accurately
- Physical agility and strength to bend, reach, lift and carry 25 lbs. up to 20% of time
- Physical ability to move around the library often in performance of duties
- Assist in routine daily janitorial duties

### **BENEFITS:**

- State of Mississippi vacation, medical leave, and state holidays, paid health insurance, and participation in the Public Employees' Retirement System
- State life insurance and deferred compensation programs available
- Dixie Regional Library System funded dental insurance
- Salary set annually at the discretion of the Board of Trustees

**PART A: GENERAL RESPONSIBILITIES APPLYING TO ALL STAFF:**

1. Understand and support library policies and objectives
2. Carry out duties as instructed by supervisor or director
3. Project a positive image of the library
4. Be punctual and maintain a satisfactory attendance record
5. Work smoothly and effectively with other staff members
6. Communicate clearly and openly with other staff members and with patrons
7. Attend continuing education and library sponsored functions as required, including some out-of-town and overnight travel

**PART B: PUBLIC SERVICE RESPONSIBILITIES:**

1. Be courteous and tactful always
2. Provide information services to patrons by assisting, instructing, and explaining:
  - a) the resources and the arrangement of library
  - b) photocopying and faxing
  - c) using the OPAC (online catalog)
  - d) locating, retrieving, and using resources
  - e) electronic searching and word-processing
  - f) the request process and ILL policies
3. Refer patrons to supervisor or headquarters as needed
4. Monitor computer usage for adherence to policy
5. Assist with displays and exhibits
6. Assist in development and execution of the Summer Library Program and other outreach programs
7. Perform related public service work as assigned

**PART C: CIRCULATION DESK RESPONSIBILITIES AND DUTIES:**

1. Greet the public in a pleasant and cheerful manner
2. Perform circulation desk duties:
  - a) Circulating (checking in and out) materials
  - b) Explaining circulation policies to patrons (fines, loan limits, etc.)
  - c) Registering borrowers
  - d) Explaining registration policies to patrons
  - e) Receiving and recording funds accurately
  - f) Answering telephone
  - g) Shelving materials
  - h) Reading shelves as assigned
  - i) Conduct weekly preschool storytime
2. Reserve material and notify patrons concerning request materials
3. Carrying out library opening and closing procedures as required
4. Maintaining neatness and order in library
5. Perform additional circulation duties as assigned

**PART D: DISCLAIMER:**

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities to do the job. Rather they are intended only to describe the general nature of the job.

