

Job Title: Library Assistant - On-Call Substitute

FLSA STATUS: Non-Exempt

Supervisor's Title: Assistant Executive Director with direction from Department Heads & Branch Managers

Nature of work:

Library Assistant - On-Call Substitute is a public service position that provides occasional desk coverage for staffing the library when fulltime and part time staff members are not available.

This is a position responsible for delivery of friendly, high-quality library service to the public in a library setting. Work involves circulation routines, a variety of clerical tasks, and the provision of first level readers' advisory and reference services.

This position requires flexibility in order to work hours requested throughout the open hours of the library system and at our 6 branches throughout the county. Monthly scheduling will occur for all pre planned needs, but could include being contacted the day of need for filling in when someone is out unexpectedly. Regular hours for this position are not guaranteed on a weekly, monthly, or quarterly basis. This is an as needed on-call position.

Sound independent judgment is required in circulation matters as you could be working largely alone. Coordination must be maintained with the Assistant Executive Director. Supervision will be from the Assistant Executive Director in collaboration with the Department Heads & Branch Managers of the library system. Training will occur for several weeks once hired before the applicant will go into the substitute pool. Work is performed in keeping with the objectives, policies and established procedures of the Adams County Library System.

Examples of Work:

- Represents the Adams County Library System to the local community. Promotes and maintains a high standard of public relations.
- Enforces Adams County Library System policy and procedures.
- Performs all opening and closing procedures in work and public areas: Turn on/off computers and copiers, as necessary, empty book drop, turn on/off lights.
- Charges and discharges library materials.
- Renews materials and places reserves and interlibrary loans as necessary.
- Provides first level reference and readers' advisory services.
- Enrolls new patrons and updates patron information in library record using the Library's Integrated Library System (ILS).
- Answers general directional and informational questions and assists borrowers in the use of library facilities and resources including computer help.
- Receives and answers incoming phone calls and provides library service via phone.
- Collects and accounts for money received for lost and damaged materials, fines, printing and copying, and other miscellaneous needs in the library. Operates cash drawer and Square Point of Sale System.
- Processes Monday - Friday delivery for reserved materials, Interlibrary loans and notifies patrons.
- Shelves materials/reads shelves as needed.
- Performs related duties as assigned or as the situation dictates.

Required Knowledge, Skills and Abilities:

- Knowledge of Adams County Library System policies, practices, goals and objectives.
- Ability to deal pleasantly, tactfully and efficiently with the public.
- Flexibility to deal with multiple and extra unexpected tasks and patrons simultaneously.
- Ability to learn Dewey Decimal System, integrated library circulation system, and library circulation policies.
- Ability to follow oral and written instructions while working predominantly alone.
- Physical ability to reach high and low shelves when reshelving materials.

- Ability to work well with minimum supervision.

Education and Experience:

- High School Diploma required
- Bachelor’s Degree preferred.
- Library experience preferred.
- Bilingual/Spanish preferred.
- Must have computer ability to adequately utilize integrated library system, Microsoft Office applications and electronic information sources.

Physical Requirements	Rarely (0-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:			X	
Climbing/Stooping/Kneeling:			X	
Lifting/Pulling/Pushing:			X	
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

Working Conditions:

- Position requires ability to:
 - see, read and understand titles, call numbers and dates usually in smaller print;
 - sort accurately by alphabetical, numerical, chronological or Dewey Decimal order;
 - reach up or down to shelve materials;
 - manipulate library materials up to 15 pounds;
 - grip library materials.
- Position requires ability to lift and carry delivery bags of materials weighing up to 40 pounds and manipulate loaded book carts weighing up to 300 pounds over carpeted floors.
- Physical ability to stoop, kneel and crouch when reshelving materials.
- Normal, indoor working conditions, with adequate work space, temperatures, ventilation and lighting.
- Normal office exposure to noise, stress and disruptions

Required Signatures:

I have read the above position description and fully understand the requirements.

Employee

Date

Assistant Executive Director

Date

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

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