

**Job Title:** Branch Assistant – New Oxford Area Library

**FLSA STATUS:** Non-Exempt

**Supervisor's Title:** New Oxford Branch Manager

**Nature of work:**

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 evening and weekend hours.

Sound independent judgment is required in circulation matters. Coordination must be maintained with Adult and Youth Services in matters relating to reference readers' advisory and other services. 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 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 under the supervision of the Branch Manager.
- Processes overdues. Searches shelves for materials, calls patrons, files notices. Notifies Gettysburg of long overdues.
- Enrolls new patrons and updates patron information in library records.
- Answers general directional and informational questions and assists borrowers in the use of library facilities and resources.
- Receives and directs incoming calls.
- Collects and accounts for money received for lost and damaged materials, fines and miscellaneous other materials handled in the library, operates cash drawer.
- Shelves materials/reads shelves.
- Attends meetings, training seminars as required.
- May work on projects including, but not limited to, creating displays, database management, & registering patrons for programs.
- Processes reserved and ILL materials.
- Catalogs and deletes magazines 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, automated circulation system, and library circulation policies.
- Ability to follow oral and written instruction.
- Physical ability to reach high and low shelves when reshelving materials.
- Ability to work well with minimum supervision.

**Education and Experience:**

- High School Diploma or GED required.
- 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 (12-33%)	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; 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 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

**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.