



## **STAFF JOB DESCRIPTIONS**

---

### **Senior Library Assistant**

#### **PURPOSE**

The Park County Library Senior Library Assistant works under the direction of the Branch Librarian or Director to facilitate the smooth operation of library services. Assists in the overall daily operations of the library, providing excellent customer services, may oversee outreach and programming for the library, working inside the library or throughout the county. This position is distinguished from Library Assistant by higher level of work performed and independence needed.

#### **SUPERVISION**

- Reports to and is Supervised by the Branch Librarian and/or Library Director

#### **DUTIES AND RESPONSIBILITIES**

- Performs basic and specialized library functions, including circulation, programs, outreach and reference/readers advisory.
- Ensures items are appropriately shelved and organized.
- Provides quality customer service.
- Assists in implementing library policies and procedures.
- Interprets policies and procedures for staff and library users as necessary.
- Perform a variety of highly specialized duties related to an area of assignment.
- Utilize library software, assist patrons with software, computer and other tech needs.
- May oversee day to day operations of County Outreach, preparing and presenting all age programs, participating in collection development for outreach, working closely with community groups, scheduling and working closely with other organizations.
- Prepares displays and creates signs, forms, banners and other public relations materials for library projects, programs and events.
- Handles difficult situations with tact and diplomacy; uses good judgment to resolve issues effectively.
- Utilizes effective written and oral communication skills with coworkers and patrons
- Demonstrates respect in behavior towards other library employees and towards patrons and exhibits friendly behavior to patrons and encourages this behavior in all staff.
- Performs additional tasks as assigned to ensure the smooth functioning of the library. (For example: Interlibrary loan, Public Outreach, Reference Services, Scheduling, etc....)
- Any other duties as assigned

#### **OTHER SKILLS, ABILITIES, AND KNOWLEDGE**

- Multi-task oriented
- Flexible in work habits
- Excellent organizational skills
- Energetic, motivated, and creative with strong service orientation
- Ability to work well as a team member as well as ability to work independently
- Possess a broad knowledge in general subject areas and knowledge of authors, books, readers' interest, and reading levels
- Ability to read and comprehend documents, technical journals, library policies and procedures

- Ability to design, develop, and proofread written and visual materials
- Ability to work nights and weekends
- Ability to express ideas clearly and concisely in English, both orally and in writing.
- Mathematical Skills
- Reasoning Ability
- Ability to apply common sense understanding to carry out written and oral instructions

## **MINIMUM QUALIFICATIONS**

High School diploma or GED, Library Experience and some post-secondary education. A.S/B.A. in a relevant discipline preferred.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands and arms; to talk and to hear. The employee may be required to stand for two (2) to four (4) hours at a time. The employee may be required to sit for periods of time. The employee is occasionally required to walk, climb or balance, stoop, bend, kneel, and crouch or crawl.

Employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds in order to handle books, AV equipment, and boxes. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Employees must be able to use computer equipment for extended periods of time; this involves looking at a computer screen several hours per shift, typing for prolonged periods of time, and using a mouse for prolonged periods of time.

## **WORK ENVIRONMENT**

The noise level in the work environment is usually quiet although occasional loud customers and equipment are present.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job-related tests and a background check may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. No one person is expected to fulfill all the duties listed and described above; duties and responsibilities will be assigned by supervisors according to the needs of the library and the skills, abilities, and interests of individual Library Assistants.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This job description supersedes any previous description for this position.