

St John the Baptist Parish Library

Job Description

Position: Library Assistant

General Supervisor: Central Branch Supervisor

Non-Exempt Position: Part-time

Salary: Starting hourly salary for this position is \$13.40 or based on experience.

General Statement: The person in this position is responsible for performing tasks that maintain the functions of the circulation desk and library during assigned hours.

Duties:

1. To perform a wide range of clerical and public service duties pertaining to the operation of the circulation desk, the branch, the maintenance of the shelves, and materials inventory. Inclusive, but not limited to:
 - a. To check-in and check-out library materials
 - b. To sort and re-shelve books and other library materials
 - c. To register borrowers and process library cards
 - d. To collect money for fines and fees
 - e. To assist in keeping the library clean/ neat and in good working order
 - f. To assist patrons with special needs to use the materials, resources and services of the library
 - g. To assist the public in the use of the photocopy machines and public access computers and Sierra Automated Cataloging System
2. To work in cooperation and professional harmony with fellow staff members, supervisors, and the community
3. To maintain confidentiality of registration, patron records, circulation and internal library business
4. To follow the policies and procedures established in the Policy and Procedures Manual and directives from the supervisor and administration
5. To complete any additional assigned desk/library tasks as assigned by the immediate supervisor

Qualifications:

- High School Diploma, or equivalent, plus at least one year of college, or post-secondary education
- Must have clerical skills including keyboarding skills
- Must have basic knowledge of Microsoft Office products and the use of search engines
- Must be able to use basic math skills efficiently
- Must have the ability to understand the basic routines of the library
- Must have experience in the use of office machines and computers and the willingness to learn

Knowledge, Abilities and Skills

The part-time circulation desk assistant is responsible for the functions of the circulation

desk during the hours of the library work week. This is the front line of communication between the library user and the library. The person in this position must have an outgoing personality and be able to deal with a variety of temperaments and situations that may be encountered in the provision of service to the public. This person must have the ability to learn and master the variety of clerical, library and shelf maintenance tasks. The ability to accomplish tasks is crucial, as well as the ability to work with minor supervision.

There is no guarantee that everyone who applies to this posting will be interviewed. The hiring supervisor/manager has 90 days from the closing date of the announcement to make a hiring decision. **Specific information about this job will be provided to you in the interview process, should you be selected.**

Applications are available at any branch of the library and on the library's webpage at <http://stjohn.lib.la.us/>. All applications must be submitted in a sealed envelope and addressed to:

St. John the Baptist Parish Library
2920 New Highway 51
La Place, Louisiana 70068
Attention: Dana Douglas, Assistant Library Director

All applications must be received not later than 5:00 pm on Friday, August 25, 2018.

