



## Christian County Library Job Description

**Job Title:** Library Assistant

**FLSA Status:** Non-Exempt

**Pay:** \$10.30/hour

**Schedule:** Varied

**Branch:** Sparta

**Deadline:** Open until filled. Applications can be emailed to [jobs@christiancountylibrary.org](mailto:jobs@christiancountylibrary.org) or mailed to:

Nixa Community Branch  
Christian County Library  
208 N. McCroskey St  
Nixa, MO 65714  
Attn: Human Resources

**Summary:** Responsible for working at the circulation desk to assist patrons with their library-related needs, by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

Circulation of Library Materials & Monetary Transactions:

- Check out library materials to cardholders as set by library policies.
- Check in returned materials and processing items appropriately.
- Evaluate the condition of items upon return; Check audiovisual materials for all components; Assessing damage on items and charging people for damaged items.
- Collect payments on overdue, damaged, lost items.
- Issue receipts for monetary transactions.
- Collect money for print-outs and copies.

Place Holds on Materials for Patrons:

- Assist patrons with the use of library online catalog, reference materials, internet, and library databases.
- Guide them through the shelving arrangement to locate materials.
- Assist patrons in placing a hold on a desired item.
- Submit requests for items not owned by Christian County Library via MOBIUS or ILL.
- Process holds in the appropriate manner to guarantee arrival and desired pick up location.
- Receive and pull holds for materials on the shelf to be put on the hold shelf or to be sent to pick up location.
- Process inter-library loans materials in the appropriate manner.

Maintain Library Records:

- Record daily number of visitors.

- Participate in survey usage of materials.
- Maintain holiday closing schedules.
- Check in periodicals as they arrive.
- Accurately change Sierra status of materials when withdrawing, placing in mending, or sending to technical services for processing tasks.
- Accurately change Sierra record of materials when moving from new book location to permanent location.
- Register new patrons and issue library cards.

Update library records in Christian County Library ILS software:

- Replace lost library cards.
- Link library accounts.
- Processing of Returned Materials.
- Accurately and quickly check in returned materials.
- Arrange carts so items can be properly re-shelved.
- Shelf-read, shift, straighten the collection as needed.
- Shelve materials as needed.

Programming, Reference & Technology Transactions, and Displays:

- Assist with programming as needed and assigned
- Assist with branch displays, as assigned
- Assist patrons with reference transactions and technology assistance as needed

Communication with Administration and Co-Workers:

- Effective, timely, thorough, and respectful communication with co-workers in various forms such as, but not limited to: verbally (in person and on phone), written (day notebook, email, message on lockers, etc.), and other forms as dictated by the situation.
- Effective, timely, thorough, and respectful communication with Administration on the following topics.
  - a. Scheduling requests; Vacation or PTO submitted in writing via an email 4 weeks in advance.
  - b. Absences, including whether or not an employee is using leave for time missed.
- Effective, timely, thorough, and respectful communication with IT on technological issues and use the IT ticketing system when appropriate.

Other duties as assigned and needed:

- Light plumbing/maintenance, as needed.
- Assisting patrons with disabilities.
- Coming in on days the library is closed to empty the book drop, as needed.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of basic computer skills Microsoft Office Suite products, email, have proficient internet skills and computer typing, as well as working knowledge of print, non-print, digital, and online information sources available from a wide variety of sources, including publishers, the Internet, and library and vendor-based systems.

**Education/Experience:**

Some college hours; preferred 60 hours

**Knowledge, Skills, and Other Abilities:**

- Customer Service.
- Respect: Courteous, reliable, and dependable.
- Positive Attitude.
- Accountability.
- Innovation and Initiative.
- Teamwork.
- Excellent communication skills-written and oral.
- Excellent people skills.
- Reliable, responsible, dependable, honest, organized, quick learner.
- Working knowledge of reader interest levels, books, authors, and reference sources.
- Working knowledge of automated library circulation systems and online databases.
- Ability to develop or demonstrate the necessary supervisory, decision-making, leadership, team-building, strategic, conflict resolution, and marketing skills.
- Ability to set priorities and coordinate multiple projects.
- Ability to successfully maintain performance of assigned duties and responsibilities to achieve the desired outcome.
- Ability to interact in a positive, effective manner with coworkers, Director, and general public.
- Ability to perform with minimum supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability, and timeliness in work environments.
- Ability to adapt to multiple demands and changing priorities, to learn, and be willing to embrace change. Remains flexible.
- Ability to present ideas and provide instruction. Comfortable with teaching and use of various forms of technology.

**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 frequently required to stand, and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 20 pounds.

*I have reviewed the above position description with my supervisor and understand this to be a guideline for my current job duties. I understand that management retains the discretion to add or change duties in my position at any time. This position description will be used in evaluating my job performance.*

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*Employee Signature*

*Date*

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*Supervisor Signature*

*Date*