



**Christian County Library  
Job Description**

**Job Title:** Library Assistant

**FLSA Status:** Non-Exempt

**Schedule and Hours:** Part-Time approximately 20 hours a week; combination of days and evenings, alternating Saturdays required

**Branch:** Nixa Community Branch

**Pay:** \$12.35/hr.

**Deadline:** First consideration is **Thursday, March 16, 2023**. Review of applications will continue until the position is filled.

[CCL Employment Application](#), resume, letter of interest, and list of references can be emailed to [jobs@christiancountylibrary.org](mailto:jobs@christiancountylibrary.org) or mailed to:

Nixa Community Branch

208 N. McCroskey St.

Nixa, MO 65714

Attn: Mary Thompson

**Summary:** Responsible for working at the service desk to assist patrons with their library-related needs.

**Education/Experience:**

Prefer 15+ college hours or relevant experience

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

**Library Materials Circulation**

- Check out library materials to cardholders as set by library policies and procedures
- Check in returned materials and process items appropriately
- Evaluate the condition of items upon return, checking for components and assessing damage
- Shelf materials as needed
- Maintain patron and materials records, including registering patrons for new library cards and adding charges for lost or damaged materials
- Process incoming and outgoing holds for patrons, including contacting patrons

### **Financial Transactions**

- Accept cash, check, and credit card payments on overdue, damaged, lost items
- Issue receipts for monetary transactions as needed
- Collect money for printing, photocopies, and faxes
- Reconcile money collected with the electronic record of payments

### **Branch Environment**

- Help maintain a clean, safe, and welcoming environment
- Perform light plumbing, housekeeping, and maintenance as needed
- Shelf-read, shift, straighten the collection as needed
- Empty the book drop on days the library is closed, as assigned
- Help ensure all patrons have access to facilities and services

### **Reference & Technology Transactions, Programming, and Displays**

- Assist patrons with the use of the library online catalog, reference materials, internet, and library databases
- Guide patrons through the shelving to locate materials
- Assist patrons in placing holds on desired items, including via MOBIUS or Interlibrary loan
- Assist with programming as needed and as assigned
- Assist with branch displays as assigned
- Assist patrons with reference transactions and technology assistance as needed

### **Communication with Administration and Coworkers**

- Effective, timely, thorough, and respectful communication with co-workers in person, by phone, in writing, or by email
- Effective, timely, thorough, and respectful communication with Administration about scheduling, absences, co-worker performance issues, procedures, policies, etc.
- Effective, timely, thorough, and respectful communication with IT on technological issues and use of the IT ticketing system

### **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.

- Frequently move about or position self to access library materials and office equipment on the floor, in bins, and shelves up to 6 feet in height
- Frequently move rolling carts and bins weighing up to 300 lbs.
- Regularly operate a computer, printer, barcode scanner, and other office equipment
- Able to communicate information and ideas accurately so others can understand
- Frequently move up to 30 lbs.

**Knowledge, skills, and other abilities needed to be successful in this position:**

- Excellent customer service skills
- Proficient computer skills: familiar with using internet, office productivity software (i.e. Google Workspace, Microsoft), and email
- Ability to work with scanners, printers, and photocopiers
- Working knowledge of reader interest levels, books, authors, and reference sources
- Working knowledge of automated library circulation systems and online databases
- 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
- Ability to present ideas and provide instruction; comfortable with teaching and use of various forms of technology
- Ability to adapt to multiple demands and changing priorities, to learn, and be willing to embrace change
- Ability to develop or demonstrate necessary decision-making, leadership, team-building, strategic, and conflict resolution skills
- Ability to set priorities, organize, and coordinate multiple projects
- Ability to successfully maintain performance of assigned duties and responsibilities to achieve the desired outcome
- Ability to communicate effectively verbally, in writing, and by listening
- Ability to interact in a positive, effective manner with co-workers, supervisors, and the 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