Job Title: Library Assistant  
FLSA Status: Non-Exempt  
Schedule and Hours: Part-Time approx. 20 hours a week; most Saturdays and flexible evening and morning shifts during the week.

Branch: Ozark Community Branch  
Pay: $12.35/hr.  
Deadline: First consideration is Monday, October 2, 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 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, by performing the following duties.

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
- Check in returned materials and process items appropriately
- Evaluate the condition of items upon return, checking for components, and assessing damage
- 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

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
Complete deposits of all money collected at the service desk according to the guidelines set by the Business Office

Reference and Readers’ Advisory
- Assist patrons with the use of library online catalog, reference materials, internet and library databases
- Guide patrons through the shelving arrangement to locate materials
- Assist patrons in placing a hold on desired items, including via MOBIUS or Interlibrary loan
- Be familiar with the contents of and technology needed to access the library’s digital collection, and teach patrons to use these resources on their own devices
- Assist with patron inquiries on a wide variety of topics using reference interview techniques
- Utilize readers’ advisory tools and methods to suggest library materials to patrons

Programming, Technology Transactions, and Displays
- Assist with programming as needed and as assigned
- Assist with branch displays as assigned
- Assist patrons with their technology questions as needed, including the use of library equipment like public computers, printers, copiers, and fax machines

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

Communication with Administration and Coworkers
- Effective, timely, thorough, and respectful communication with coworkers 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:

● 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