

Job Description



Job Title: Adult Services Assistant
Supervisors: Head of Adult Services
FLSA Status: Non-Exempt
Last Updated: 8/30/2021

JOB SUMMARY:

Under the supervision of the Head of Adult Services, performs professional work including reference and readers advisory and programming. Regularly staffs a public service desk.

DUTIES AND RESPONSIBILITIES:

1. Provides consistent, gracious, and friendly service to internal and external customers.
2. Understands and enforces the library policies and procedures while safeguarding confidential and restricted information.
3. Understands the library mission, vision, and strategic plan and aligns programs, services, and with these library objectives.
4. Maintains expertise in the use of the library catalog and integrated library system.
5. Assists patrons in the full use of the Library and its digital and print resources, including reference service at all levels, readers advisory, and downloading digital content.
6. Assists patrons in the use of public use computers, copier, and other Library equipment.
7. Plans, implements, and evaluates quality programming for adults.
8. Creates and evaluates bibliographies, displays, and other marketing materials.
9. Provides exam proctoring and corresponds with student and school coordinator.
10. Contributes and maintains content for the Library website and social media as assigned.
11. Compiles a monthly report of activities to be given to supervisor.
12. Seeks and engages in professional development opportunities relevant to adult services.
13. May act as staff member in charge of building in the absence of a manager.
14. Performs tasks associated with opening and closing the Department.
15. Provides written incident reports to Management Team.
16. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Excellent customer service skills.
2. Knowledge of the policies and procedures of the Library.
3. Knowledge of popular materials for adults as well as readers advisory tools.
4. Ability to establish and maintain effective working relationships with staff and public.
5. Ability to communicate effectively orally and in writing, and to follow written and verbal directions.
6. Ability to exercise appropriate judgment and discretion.
7. Ability to work independently after training is complete.
8. Ability to manage and prioritize multiple tasks.
9. Ability to identify recreational and educational needs of adults in the community.
10. Ability to adapt to change.
11. Ability to conduct a reference interview to identify the need driving a patron's initial question.
12. Knowledge of PCs and Windows software applications, and other relevant technology.

13. Ability to bend, stoop, lift and carry. Ability to push fully loaded cart.
14. Ability to lift, push, and pull equipment, furnishings, and supplies as necessary to set up programs.

QUALIFICATIONS FOR JOB:

- Minimum two years of college or LTA certificate
- Minimum one year of customer service experience; library experience preferred.