



Fluvanna County, Virginia
Public Library
Job Description

LIBRARY ASSISTANT I/II

Job Class #: 8831/8832

Pay Grade: 7/9

Category: Full-time (with Benefits) or Part-Time (no Benefits)

FLSA Status: Non-Exempt

Reports To: Library Director

SUMMARY

The Library Assistant is a full-time position that performs a variety of tasks involving general library operations and educational program development. Typical programs include school field trips, story times, summer/winter camps, after school club, and other educational and cultural programs for children, teens, and adults. This position requires creativity and a passion for helping and educating patrons, while assisting with the business and operational aspects of the Fluvanna County Public Library.

ESSENTIAL FUNCTIONS

- Plans, prepares, and implements age-appropriate educational programming for children, teens, adults, and groups.
- Plans, prepares, and implements summer and winter reading programs.
- Provides research reference and advisory services to patrons in person, via phone, and through email.
- Assists patrons with usage of equipment, software, and other resources.
- Performs general circulation duties including checking in/out materials, receiving payment for fines, and creating library cards.
- Assists patrons with downloading and accessing eBooks and audio books.
- Creates informational/ program-related displays and bulletin boards.
- Assists in keeping inventory and ordering supplies.
- Assists in financial components of operations such as paying invoices, developing annual budget, and reconciling fines and user accounts.- **Assistant II**
- Supervises and schedules part-time staff and volunteers.- **Assistant II**
- Responsible for daily operations in the absence of the Library Director.- **Assistant II**
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Library services for children, teens, and adults
- Knowledge of ability to assist patrons with computer operations and Microsoft Office programs
- Ability to learn and communicate Library policies and procedures
- Basic knowledge of children's literature
- Strong oral and written communication skills
- Ability to produce creative programs, displays, and promotional materials
- Ability to prioritize multiple competing tasks and meet deadlines
- Strong skills in customer service
- Ability to assist patrons with research reference and literature advisory services- **Assistant II**

- Knowledge of educational programming techniques for youth and families- **Assistant II**
- Knowledge of staff scheduling and supervisory responsibilities- **Assistant II**

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Assistant I**
- 2 years of college level coursework in Liberal Arts, Education, Library Science, or a closely related program. One (1) year of experience with educational programming, customer service, or library operations. Any combination of equivalent education and experience may be considered.
- Assistant II**
- Bachelor’s degree in Education, Literature, Business, or a closely related field. Two (2) years of experience with research, educational programming, or small business management (to include supervisory). Any combination of equivalent education and experience may be considered. Prior library or youth educator experience required.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Must be available to work one (1) Saturday per month
- Must have sufficient physical ability to work in an office type setting; sit, walk, or stand for prolonged periods of time
- Frequently lift and carry up to 10lbs, and occasionally lift and carry up to 20lbs
- Work requires frequent bending, twisting, reaching, and grasping in handling books and other materials
- Typical work is performed indoors, but special programming may be held outdoors.

POST OFFER REQUIREMENTS

- Criminal Background Check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
August 2018	August 2018	August 2018	Sept 19, 2018