



East Central Arkansas  
Regional Library

## JOB DESCRIPTION

### **TITLE: LIBRARY ASSISTANT I**

*Rev. July 2022*

**Purpose and Scope** - Assists with providing general library service. May act as person in-charge of a library facility.

#### **Principal Responsibilities** –

- Shelves materials and maintains shelve organization.
- Provides customer service to library users, assist with patron requests at the circulation desk, assist with basic reader's advisory and reference assistance; this may include database searching.
- Assists with processing of new material and mends library materials.
- Assists with neat appearance of library, filing, withdrawing, answering telephone, shelving and reading shelves.
- Assists with library programming, including help plan and implement programs.
- Assists with computers and computer area.
- May deliver materials between libraries, driving a library vehicle.
- May be responsible for opening and/or closing/securing library facilities.
- Related clerical tasks.
- Perform related duties as necessary.

#### **Necessary Skills** -

- Ability to work well with the public, supervisor, coworkers and maintain a friendly helpful attitude toward people of all ages.
- Expertise and ability to use computers, various office programs, and the Library ILS system.
- Ability to understand oral and written instructions.
- Ability to maintain files, records and shelf organization.
- Ability to work efficiently and well with other employees and a willingness to help with general library activities.
- Have a valid driver's license and reliable transportation.

**Working Conditions** - Work in a library environment directly with the public; sustained posture in a standing, walking or seated position for prolonged periods of time; perform bending, lifting and pushing; perform repetitive hand and arm motions for prolonged periods of time; exposure to computer screens for prolonged periods of time. May be required to safely operate a motor vehicle, and lift/carry/manipulate loads of up to 40 pounds. Must have ability to use hand trucks, book carts, and similar equipment.

**Educational/Experience Requirements** – High School diploma required. Some college preferred. Previous library experience is preferred.

**Position detail/Salary** – Part-time hourly position, night and weekend hours required. Starting Salary \$11 per hour.