**WEST BATON ROUGE PARISH LIBRARY**

**POSITION DESCRIPTION**

**TITLE: LIBRARY ASSISTANT 11**

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**GENERAL DESCRIPTION**

Under the Youth Services/Outreach Librarian’s supervision, drives and maintains the bookmobile and provides reader’s advisory services to patrons utilizing West Baton Rouge Parish Library outreach services. Typical duties include: identifying patron needs, performing circulation functions, maintaining bookmobile/outreach collections, training staff in utilizing library related technology and systems, and assisting in the resolution of circulation issues.

**ESSENTIAL FUNCTIONS**

Any of the following duties may be performed. The examples are representative and do not include all specific tasks an incumbent may be expected to perform:

**DUTIES:**

Drive the Bookmobile to home, neighborhood, and community stops.

Provide library service to students and teachers in public and private, elementary and middle schools.

Courteous response to patrons in person, by telephone, or electronically using a variety of sources within established guidelines.

Assist patrons with reader’s advisory services and refers reference questions to the Youth Services/Outreach Librarian.

Must perform these clerical duties: prepare quarterly bookmobile route schedule, prepare outreach school service schedule, collect circulation and attendance statistics, prepare monthly and annual statistical reports, maintain bookmobile’s summer reading program records, conduct student library card registration drive, process library card registrations, collect fines and fees for damaged or lost books, count and prepare money transmittals, maintain the school roster and library card binder, keep organized records for monthly report, keep bookmobile monthly mileage and maintenance report, send bills for damaged items, prepare overdue notices for mail.

Supervise bookmobile/outreach collection maintenance with Youth Services/Outreach Librarian’s direction.

Identify, report and address bookmobile safety and maintenance issues.

Perform other related duties: utilize and maintain laptop computers and scanners.

Train, monitor and assign tasks and give direction to assigned employees.

Supervise outreach service to schools in the absence of Youth Services/Outreach Librarian.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Must have or must obtain a Class “D” Chauffeur’s License.

Ability to maintain a safe driving record.

Ability to report any mechanical issues to Youth Services/Outreach Librarian or Library Director.

Ability to coordinate routine bookmobile maintenance and repair.

Ability to perform alphanumeric filing accurately and to learn and utilize the Dewey Decimal System. Ability to maintain the order of the outreach collection on the bookmobile and in the library outreach areas.

Ability to work effectively and collaboratively as part of the library team and also with school faculty and administration.

Ability to use initiative and independent judgment in a wide variety of situations.

Ability to recognize and set priorities, plan, organize and coordinate own work.

Ability to work independently with minimal supervision and with a high degree of accuracy and attention to detail.

Ability to communicate effectively verbally and in writing.

Ability to work a schedule that changes periodically to meet the requirements of outreach service to schools.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. While performing the duties of this job, the incumbent is required to:

(CONTINUOUS) seeing, talking, hearing, grasping, handling and manual dexterity.

(FREQUENT) walking, reaching, bending, standing, sitting, twisting, squatting, keyboarding and repetitive motion of hands/wrists.

Must be able to lift and maneuver 25 to 100 pounds.

Ability to provide outreach service in a fast paced environment and deal with multiple and extra unexpected tasks simultaneously.

**QUALIFICATIONS AND EXPERIENCE**

Bachelor’s degree preferred, or a minimum of four years of academic training beyond high school in a field compatible with library service, plus minimum of one year of work experience, related to the duties of the classification. Additional experience related to the duties of the position may substitute for the educational requirement on a year for year basis.

**SUPERVISION:**

**Received:** Daily supervision by the Youth Services/Outreach Librarian/Department Head. General supervision by the Library Director.

**Exercised:** Supervision of other department employees in the absence of the Youth Services/Outreach Librarian.

**Salary:** $22,514 - $34,927 (Negotiable, Depending on Experience)

**Application Deadline:** June 21, 2017

**To Apply**: Submit cover letter and job application to Judy Boyce at jboyce@wbrplibrary.us or fax (225) 342-7918. Job application available at

wbrpl.com under the “About” icon.