**Library Assistant I**

**East 80 Branch**

**20 hours/week**

**DESCRIPTION:**

The Library Assistant provides direct assistance to patrons in each area of the library including circulation, reference, children’s and computer lab. Basic duties include but are not limited to checking materials in and out, registering patrons, shelving and answering reference questions.

**WORK SCHEDULE:**

Monday 4:00pm – 8:00pm

Friday 2:00pm – 6:00pm

Saturday 8:30am – 5:00pm (1/2-hour lunch)

Sunday 1:00pm – 5:00pm

For complete job description, please visit <http://www.bossierlibrary.org/job-opportunities>.

**QUALIFICATIONS:**

* Knowledge of library practices and principles
* Ability to deal with patrons/staff effectively and courteously at all times
* Ability to respond to a wide variety of practical problems and unpredictable circumstances
* Ability to operate general office equipment such as computers, photocopiers and typewriter with minimal training
* Ability to lift and move heavy objects, stoop, bend, move books and sit or stand for prolonged periods of time
* Ability to perform essential job functions with or without accommodation

**TO APPLY: Applications accepted online only, at this link:**  <https://goo.gl/DRswj3>.

In your application, please **specifically identify the position for which you are applying** by stating the **name of the branch** **and the specific schedule** in which you are interested. Please also make sure to list three (3) references on your application.

**Current employees of Bossier Parish Libraries** interested in applying for an open position can submit a letter of intent to:

 Leslie Ivy, Administrative Assistant

 Email: libadmin@bossierlibrary.org

**DEADLINE TO APPLY:**

Applications will be accepted until this position is filled.

**THE Bossier Parish Library IS AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**JOB TITLE:** Library Assistant

**CLASSIFICATION:** Library Assistant I

**LOCATION:** East 80 Branch

**REPORTS TO:** East 80 Branch Manager

**JOB SUMMARY**

The Library Assistant provides direct assistance to patrons in each area of the library including circulation, reference, children’s and computer lab. Basic duties include but are not limited to checking materials in and out, registering patrons, shelving and answering reference questions.

**CUSTOMER SERVICE**

1. Manages the library environment to enhance the user experience
2. Applies customer service skills to enhance the level of user satisfaction
3. Applies effective techniques to address difficult situations with users

**public SERVICES**

1. Understands and performs the basic operations of the circulation function
2. Assists in designing and implementing library services to meet the needs and interests of the community
3. Assists in designing and implementing a children’s story hour
4. Assists users with choosing popular and recreational reading, viewing and listening choices
5. Develops strategies and sources to stay well-informed as a readers’ advisor
6. Facilitates library users’ requests for information
7. Provides search and retrieval of requested information and presents results that are clear and of appropriate scope
8. Assists users on the public access computers with learning basic technology skills

**Communication and interpersonal**

1. Communicates effectively using a variety of methods
2. Communicates effectively with a variety of audiences and individuals from diverse backgrounds
3. Develops and maintains effective relationships with others to achieve common goals
4. Works effectively in teams with strong team-building skills and attitudes

**Technology**

1. Demonstrate computer and technology skills necessary for effective communications and presentations
2. Familiarity with emerging technological trends and tools
3. Support access to Internet and electronic resources
4. Keep informed about issues, services, emerging technologies, research and innovations related to libraries and relate these ideas, procedures, or projects to the library’s mission

**OTHER RESPONSIBILITIES**

1. Understands and acts in accordance with the basic values, ethics, policies and procedures of library
2. Pursue professional development and continuing education opportunities
3. Perform related work as required by supervisor

**EDUCATION, EXPERIENCE, and KNOWLEDGE**

1. Must be 16 years of age to hold this position
2. Knowledge of library practices and principles
3. Knowledge of Dewey Decimal Classification
4. Knowledge of (or ability to learn) library’s integrated library system (ILS)

**JOB STANDARDS**

1. Professional commitment to develop high quality and high impact public library services, which promote individual and community success
2. Demonstrates collaborative, straight forward, team oriented leadership and supervisory methods
3. Models/develops/maintains excellent customer service
4. Models and maintains a positive, friendly and cooperative attitude to staff and patrons
5. Demonstrates positive attitude towards library technology and change
6. Promotes a positive library image in the community
7. Ensures that quality controls and productivity management goals are being met
8. Performs job in keeping with the policies and procedures of the Bossier Parish Police Jury and Bossier Parish Library
9. Must be at work on time at regular scheduled hours
10. Ability to interact with patrons/staff effectively and courteously at all times
11. Ability to respond to a wide variety of practical problems and unpredictable circumstances
12. Ability to operate general office equipment such as computers, photocopiers and typewriter with minimal training
13. Ability to lift and move heavy objects, stoop, bend, move books and sit or stand for prolonged periods of time
14. Ability to perform essential job functions with or without accommodation

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. This person may be requested to perform job-related responsibilities and tasks other than those stated in this job description. It also does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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| **Bossier Parish Library Administration Only** |
| Job classification | Library Assistant I |
| Title | Library Assistant |
| Pay Range | Range 2 |
| FLSA status | NE |
| Last revised | 2-11-15 |

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