Live Oak Public Libraries is committed to providing excellent service to its community. Staff members are expected to interact with customers and staff with courtesy and respect.

Job Description

POSITION: Library Assistant  
DEPARTMENT: Library Services  
LOCATION: Varies  
FSLA: Non-Exempt hourly positions. These positions include some nights and weekends.

Under general supervision of library manager or department supervisor, assists with operation of a library location or large department; responsible for delivering quality customer service; performs circulation duties; provides general information regarding services and collections to customers in person or by phone; conducts searches for simple bibliographic and reader advisory data; helps customers with basic directional requests and basic use of computers and office machinery; may assist in preparing exhibits and displays; may assist in special activities; performs a variety of clerical tasks; may perform other duties assigned by a supervisor. Work is reviewed by immediate supervisor.

EDUCATION, EXPERIENCE AND COMPETENCIES

• High school diploma or GED required.
• One year of general clerical experience or equivalent combination of training and other customer service experience desired.
• Library experience preferred.
• Basic data entry and keyboarding skills required.
• Ability to establish and maintain effective working relationships with co-workers and the general public.
• Ability to communicate effectively, both orally and in writing, with staff and customers of all ages and educational backgrounds.
• Ability to operate standard office equipment and a variety of computer equipment.
• Ability to input data using a keyboard or other computer hardware.
• Ability to learn basic library system practices and procedures, general content, and arrangement of materials.
• Ability to check, compare and verify alphanumeric data.
• Ability to lift up to 25lbs and push up to 50lbs.

Note: Starting pay for this position is $9.90/hour.

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of Live Oak Public Libraries. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.