

Notice

The Cherokee County Commission is now accepting applications in accordance with its Personnel Policy for the position of **Part-Time Library Assistant** until the close of business on Friday, September 20, 2024. Applications will be accepted at the County Commission office located in the Cherokee County Administrative Center, 260 Cedar Bluff Road, Suite 103, Centre, AL 35960. Visit our website at cherokeecounty-al.gov/employment-opportunities to view a complete job description and download an application.

Job Summary: Under the supervision of the Library Director, the Part-time Library Assistant will greet patrons, check out books, receive and record money taken in, issue library cards, assist patrons with computer issues, present children's programs as necessary, decorate bulletin boards, shelve and straighten books in library and repair books, assist patrons with information.

Minimum Qualifications: High school diploma or GED. Some experience in a public office setting; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job. Possess a current and valid driver's license.

Knowledge, Skills and Abilities: Knowledge of general office procedures, safety rules, effective verbal skills, comprehensive reading skills, operate office equipment, use computers and office productivity software, handle money.

Salary and Benefits: Starting salary is \$12.93 per hour. Salary is negotiable based on successful applicant's related experience, education and training. First consideration will be given to all present employees of the Cherokee County Commission who are eligible for the position. The Cherokee County Commission is an equal opportunity employer.

Cherokee County

JOB DESCRIPTION

Job Title: Part-time Library Assistant

Department: Library

FLSA: Grade: 3
Security Sensitive

Job Description Prepared: August 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Library Director

Subordinate Staff: None

Other Internal Contacts: County Clerk; the Personnel Office; Bookkeeper; County Administrator

External Contacts: General Public; Vendors; Libraries within the County; Civic and Community Groups

Job Summary

Under the supervision of the Library Director, this employee provides assistance in the daily operations of the Library. The employee provides support and assistance to the Library Director and Staff in the continuation of the day-to-day functions of the Library. The employee represents the Library in a positive and professional manner to the public. The employee performs assigned tasks to help maintain the daily operations of the library to provide efficient operations of the department.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person

with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Patron Services. The employee is responsible for the day-to-day functions of the Library and representation of the Library to the public.

1. Works the circulation desk.
2. Performs related customer service and library functions.
3. Checking materials in and out.
4. Process applications and issue library cards.
5. Shelve books, periodicals, and other materials.
6. Straighten books and maintain the appearance of the shelves.
7. Assist patrons in the computer lab and other library equipment.
8. Responds to requests for books, documents, and information.
9. Represents the library in a positive and professional manner.
10. Assists in designing and preparing exhibits and decorating library.
11. Empties drop box.
12. Cleans and maintains equipment.
13. Performs other related duties as assigned.

ESSENTIAL FUNCTION: Reception. The employee represents the Library in a positive and professional manner to the public.

1. Greets patrons; welcomes to the Library.
2. Responds to questions; provides information.
3. Answers phones; transfers calls.
4. Maintains an organized reception area.
5. Assists with library card applications; processes.

ESSENTIAL FUNCTION: Bookkeeping and Records. The employee maintains records and finances of library operations.

1. Receives money for patron fees.
2. Helps balance daily monies.
3. Secures funds.

ESSENTIAL FUNCTION: Library Operations. Maintains daily functions of the Library in order to provide efficient operation of the department.

- Promotes special events.
- Assists in designing bulletin boards
- Organizes and maintains the storage and sale room.
- Organizes and re-organizes bookshelves, shelves, books and other materials.
- Assists the Staff with daily services and functions of the library.
- Utilizes technology, office equipment, and supplies to accomplish library objectives.

- Utilizes productivity and library-specific computer software.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

- *Knowledge of County rules, regulations, policies and procedures.
- *Knowledge of Library policies and procedures.
- *Knowledge of the library organization and physical locations of the library collections.
- Knowledge of safety rules including accident causation and prevention.
- Skills in use of computer hardware and software applications.
- Skills in conducting computer-based research and searches.
- Reading skills to comprehend operator manuals, directives, procedures and instructions.
- Skills to operate office equipment and phone systems.
- Skills to communicate effectively with the public, and with people representing a broad range of ages and abilities.
- Verbal skills to communicate effectively with supervisor and co-workers.
- Writing skills to develop communications and documents using correct English, grammar, punctuation, and spelling.
- Math skills to perform basic calculations (add, subtract, multiply, divide) and necessary to count money.
- Ability to lift and carry moderately heavy items and push carts.
- Ability to perform repetitive motion activities.
- Ability to stoop and reach, with a full range of motions and activity.

Minimum Qualifications

- High School Diploma or GED, and,
- Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.