



DE LEON CITY COUNTY LIBRARY – LIBRARY ASSISTANT

Job Description

The Library Assistant, under the direction of the Library Director, provides friendly, efficient, high quality customer service to patrons, staff, and community members. The primary responsibilities of the Library Assistant include circulation services, patron registration, cataloging and processing, cleaning and upkeep, technical assistance, and support in planning and implementing library programs.

Essential Duties and Responsibilities

1. Performs circulation desk duties, including greeting patrons, checking library materials in and out, shelving materials, registering new patrons, and collecting fees.
2. Registers new patrons by reviewing application forms and issuing library cards; receives and processes changes of address, name, phone number, etc.
3. Classifies, catalogues, processes, and organizes materials for circulation in all formats while following established policies and procedures.
4. Maintains library public areas in a clean and orderly fashion.
5. Assists patrons in using library materials, services, and computers; provides reference and technology assistance as needed.
6. Executes daily opening and closing duties.
7. Assists with planning and implementation of programs, events, and activities.
8. Creates graphics, prepares materials, and creates displays for events and programs.
9. Assists with the development of marketing materials, social media content postings, newspaper columns, and newsletters.
10. Assists with collecting and reporting library statistics data.
11. Operates various office equipment such as computers, printers, scanners, and fax machines.
12. Sort incoming materials and mail as directed.
13. Performs other duties, as assigned.

Secondary Duties

Under the supervision of the Library Director, the Library Assistant may assist in the direction and instruction of volunteers, support collection development by selecting new materials and withdrawing outdated items, participate in outreach and community engagement efforts, and create thematic displays to enhance the library environment.

General Skills

- Be able to demonstrate strong oral and written skills.
- Effective customer service and good interpersonal skills.
- Able to operate computers with current Windows/Microsoft systems and office equipment.
- Able to troubleshoot technical problems related to office and library equipment.
- Capable of learning and using library-specific software and technology.
- Good attention to detail and strong organizational skills.
- Proficient in basic math skills, including handling transactions, calculating fees, and managing sales-related tasks.
- Able to maintain confidentiality and use appropriate judgment when handling information and records.
- Able to use Alphaneumerical order.

Working Environment and Physical Demands

- Must be able to perform physical activities such as standing, bending, stretching, crouching, and occasionally lifting or carrying items weighing up to 35 pounds. Must also be able to sit for extended periods of time.
- Requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Requires occasional evening or weekend hours for programs and community events.
- Required to work independently or with minimal supervision.

Education and Experience

- High School Education.
- Experience working with the public.
- Experience using office equipment and programs.

Supervision

The Library Assistant reports directly to the Library Director.