

LATAH COUNTY LIBRARY DISTRICT
Position Description

Position Title: Library Assistant III
Working Title: Branch Supervisor
Accountable To: Director
Status: Non-Exempt
Approved: July 2004
Reviewed: September 2008
Major Function: Under periodic supervision responsible for the paraprofessional supervision of the branch library.

Responsibility

	<i>(E)ssential/ (M)arginal</i>
Perform routine circulation desk duties while interacting appropriately with patrons of all ages	E
Provide readers advisory and reference assistance to patrons of all ages	E
Retrieve items from book drop and retrieve items in library listed on hold pickup list	E
Maintain collection of materials housed at branch library, including rotation	E
Ensure all policies and procedures of the Library District are understood and enforced	E
Work with other members of circulation team to keep the departmental procedures and manuals updated	E
Work with circulation team and Technical Services Department to process missing and lost items	E
Work with Adult Services and Youth Services Managers to plan and develop programming, reference service and collection development	E
Ensure excellent service is provided to all library patrons	E
Supervise volunteers	E
Keep director informed of concerns or problems that may arise at the library	E
In cooperation and coordination with the director work to find positive solutions to community issues and concerns regarding District practice and policy	E
Provide monthly reports as requested	E
Identify paperback titles for purchase and route patron requests to collection development managers	E
Ensure library facility is maintained in orderly, clean, inviting, and safe manner	E
Provide appropriate programming, including but not limited to story times, summer reading program	E
Assist patrons in use of Internet resources and PAC, as time permits	E
Attend district meetings	E
Attend Library Friends meetings	E
Open the Library for community days, if requested	E
Other duties as assigned	E
Identify community outreach opportunities	M

Minimum Qualifications

Knowledge, Skills, Abilities, & Personal Characteristics

High school diploma or GED. At least three (3) years of increasingly responsible library work experience or work experience dealing with the public and/or children is required. Basic business and computer skills are essential.

Must possess excellent communication skills, a positive attitude, and courteous and friendly manner with patrons of all ages and with colleagues. Must be able to quickly establish good rapport with the branch community.

Ability to work independently with attention to detail. Sit, stand, reach, squat, stoop, and lift up to 50 pounds. Ability to read, write, and speak English. See well enough to read spine labels on top and bottom shelves.

Desirable Qualifications

Education & Experience

Experience coordinating, planning, and organizing library activities; using computer applications software; training or instructing others in library practices and procedures; compiling and analyzing information; and writing reports or procedures in a library work setting. Supervisory Experience. Experience conducting reference interviews to determine information needs. College degree.