

***“To Inform, Enrich & Empower”***  
**Jasper County Public Library**  
**Job Description**

**Title:** Public Services Assistant

**Classification:** Library Assistant II

**Branch/Department:** DeMotte Library

**FLSA:** Non-exempt

**Reports to:** Branch Manager

**General Summary:**

Directly contributes to the accomplishment of the Library’s mission by anticipating and responding to the needs of Special Services patrons, developing appealing programs for adults and seniors, and providing reference and reader’s advisory services.

**Primary Responsibilities and Duties:**

**Essential Functions:**

- Provide prompt, accurate, friendly, and efficient service
- Ready Reference Work and Reader’s Advisory Services
- Circulation desk work approximately 50% of time
- Deliver materials to homebound & nursing home residents
- Read to the residents of Oak Grove (book club)
- Plan and implement adult and senior programming
- Assists with selection and maintenance of adult collection
- Prepares Monthly Reports; including Reference Count, Reference Fill, and People Count Week forms; and the Stats Only fields on TLC
- Troubleshoots TLC and PC problems
- Assist with daily circulation and financial tallies
- Functions as circulation trainer at DeMotte
- Must adhere to library Internal Control Standards and System

**Other Duties:**

- Updates the bestseller list weekly
- Assists patrons with computers, equipment, and devices; provide one-on-one computer tutoring as needed
- Responsible for Lost and Missing List
- Oversees Gift and Memorial Donations
- Serves on special committees and workgroups
- Keeps library card application files up to date
- Maintains end panel and hanging signage
- Back up for magazine processor
- Back up for the meeting room reservations
- Special tasks as assigned by supervisor

## **Knowledge, Skills, and Abilities Required:**

### **Education/Experience:**

High School Diploma or equivalent with two years of college or with 3 years library experience or with special technical expertise in a specific area of library operation.

### **Contact With Others:**

Must demonstrate an ability to perform tasks while remaining attentive to patron needs. Must interact well with the public and staff. Must demonstrate a special ability to work well with shut-ins and the elderly.

### **Mental/Analytical Demands:**

Attention to detail, ability to perform repetitive tasks, ability to remain calm and composed when dealing with difficult situations or individuals.

### **Certification, Licensure, Registration:**

None

## **Working Conditions:**

**Physical Requirements:** Ability to move in a timely manner throughout the public services area of the library. Must be able to perform circulation desk duties for a minimum of four hours per day. Performs bending, squatting, kneeling and reaching from floor level to 6 feet in height. Routine lifting of library materials up to 20 pounds. Regular travel is required, and a personal vehicle and a valid driver's license are essential.

**Working Environment:** Constant Public Contact. Highly computerized workplace. Evening and Saturday work required.

**Equipment Used:** Basic knowledge of personal computers required. Ability to learn use of general office equipment.

**General Statement:** The above primary job duties and responsibilities describe the level and nature of work performed by employees assigned to this job. The description should not be construed as an exhaustive listing of all job duties and responsibilities performed by this job.

**Effective Date:** /85 Revised 10/24