

POTTAWATOMIE-WABAUNSEE REGIONAL LIBRARY
ASSISTANT BRANCH LIBRARIAN

Job Summary

Responsible for assisting the Branch Librarian in the total operation of the branch library. Assists in managing all aspects of the branch operation including materials and equipment. Reports to the Branch Librarian.

Duties Performed

- A. Assists in the promotion and care of the materials
 - 1. Helps promote the Branch as part of the Pottawatomie Wabaunsee Regional Library
 - 2. Acts as "readers advisor" to patrons by recommending titles- both print and non-print- for recreational as well as educational use
 - 3. Explains the policies and procedures to the patrons
 - 4. Responsible for the accurate checking-out and checking-in of library material
 - 5. Helps with the preparation of materials for rotation as well as the return of rotating materials to the Branch
 - 6. Helps prepare NCKL books for the return to NCKL and the placing of those books on the shelves at the Branch
 - 7. Helps process PWRL requests and Interlibrary loan requests for the Branch
 - 8. Assists patrons, both in person and by telephone, in finding information and materials through the use of various library resources
 - 9. Helps maintain the collection by reviewing, by noting needed repairs or necessary processing changes, and by re-filing materials accurately and promptly
 - 10. Helps introduce the library and the uses of its resources to patrons through informal instruction; by arranging and conducting formal tours; by preparing displays
 - 11. Helps maintain circulation and other statistics as required by the Branch Librarian and Director
 - 12. Willing to acquire necessary knowledge of the materials by attending workshops and training sessions.
 - 13. Ability to conduct the story time and summer reading programs - if necessary
- B. Assists in the maintenance and upkeep of the Library building and all equipment used at the branch.
 - 1. Helps monitor maintenance schedule of all equipment.
 - 2. Helps keep necessary records of usage of each piece of equipment and supplies needed by such.
 - 3. Acquires such skills as are necessary to use the equipment provided.
- C. Performs other duties as assigned or required.

Required knowledge, abilities and skills

- A. Ability to communicate courteously and effectively with staff members, patrons, and the general public
- B. Ability to perform clerical tasks such as sorting, filing, typing and transcribing information
- C. Ability to provide attention to detailed tasks
- D. Ability to pack, lift, and carry bags and boxes of books and supplies weighing up to 30 pounds, in and out of the library, regardless of the weather conditions
- E. Ability to read various sizes of print, including very small print
- F. Ability to work with computers and other technology
- G. Understanding of basic aims, goals, and services of the Library
- H. Qualities of resourcefulness, good judgment, orderliness, accuracy, tact, courtesy, sense of humor
- I. Potential to become knowledgeable of Pottawatomie-Wabaunsee Regional Library's collection including resources at other locations within the Library
- J. Actively involved in and aware of events in the branch area
- K. Ability to take charge and to deal effectively with crises
- L. Ability to understand and carry out directions
- M. Initiative and resourcefulness in improving the collection and services of the Library
- N. High school diploma or bachelor's degree
- O. Willingness to continue personal learning and professional development
- P. Willingness to work with the patron until receives the materials or information necessary, if such is available