LIBRARY ASSISTANT
JOB DESCRIPTION

The Marion County Library is hiring! We are looking for someone who loves the library, greets people with a smile, and knows their ABC's. If you feel you are a prime candidate, fill out an application ASAP! The Library Assistant reports to the Library Director.

A. Job Duties
    a. Checks in and out library materials
    b. Collects fines using our Integrated Library System (ILS) and our cash register
    c. Shelves library materials according to Dewey Decimal, alphabetical, and spine labels
    d. Inspects incoming & outgoing library materials for damages and lost pieces
    e. Performs routine library computer functions and searches:
        i. Gmail/Drive/Calendar
        ii. IMDB
        iii. Social Media
            1. Facebook
            2. Instagram
            3. GoodReads
            4. Discord
        iv. Marion County Library
            1. Catalog
            2. Website
    f. Provides face-to-face and phone reference
    g. Operates office equipment
        i. Dvd cleaner
        ii. Copier/Scanner
        iii. Desk Phones/Voice Mail
        iv. Computer
    h. Performs routine book maintenance and processing
    i. Assists patrons with readers advisory
    j. Hosts library programs
    k. Performs other related work as needed

B. Knowledge, Skills, Abilities, Characteristics, and Qualifications
    a. Must have excellent customer service skills
    b. Able to speak, read, and write in English
    c. Moderate to excellent typing skills and the ability to perform data entry
    d. Able to understand and follow written and oral instructions
    e. Some knowledge of libraries and library materials required
    f. Strong ability to pay attention to detail
    g. Excellent time management skills
    h. Ability to establish and maintain effective working relationships with superiors, co-workers, and the general public
    i. Must have a high school diploma or equivalent
    j. Must have excellent technology/computer/troubleshooting skills