

## **Library Assistant (PT 15 hours week)**

King and Queen County is recruiting for a Library Assistant for a maximum of 20 hours per week that will assist the Library Director and others with the daily tasks of the library. They assist patrons, organize library materials and information, and perform clerical and administrative tasks. Library Assistants are expected to perform clerical and technical work throughout the library essential to daily operations. These activities include providing excellent customer assistance to the public over the phone and in person, checking books in and out, shelving materials, and performing shelf reading duties. Library Assistants also maintain the periodicals, record daily patron attendance, and participate in training activities. The King and Queen County Public Library offers a collaborative work environment with exciting opportunities to contribute ideas to create library programming and build library collections.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

- Assists with daily tasks of the library such as issuing new library cards, checking out library materials, receiving returns, collecting late charges, and determining outstanding materials.

- Returns, or oversees and trains volunteers to return, books and materials to stacks.
- Locates books or other reference materials to assist patrons; refers requests requiring professional assistance to reference librarian.
- Explains computer systems, card files, and other reference sources and how to use such systems to patrons.
- Prepares purchase requests, orders supplies, and, upon delivery, processes and distributes supplies and materials throughout the library.
- Completes routine descriptive cataloging.
- Examines books for damage; repairs or facilitates repairs when needed.
- Assists in preparing exhibits, seasonal displays, and bulletin boards throughout the library.
- Shelf, categorize, catalog, and update materials within the library (books, magazines, etc.).
- Help patrons in the library with requests (finding books, making copies, accessing materials, Inter-library loans).
- Keep accurate counts of patrons using the library and document in library software.
- Help plan and participate in special programs, such as used book sales, story times, or outreach programs.
- Performs other related duties as assigned.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite or related software.
- Working knowledge of Dewey decimal system.
- Working knowledge of office equipment and accurate keyboarding skills necessary to manage clerical and cataloging duties.
- Ability to remain professional and courteous while interacting with library patrons.

### **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent required.
- Library experience preferred.
- Experience working with the public preferred.

### **Physical Requirements:**

- Must be able to sit at a desk and work on a computer.
- Must be able to lift up to 10 pounds at times.
- Must be able to climb ladders or stepstools, push and pull book carts, and lift and carry books.
- Must be able to read and discern computer screens and book labels.

### **SPECIAL REQUIREMENTS:**

Must work evenings and weekends on a regular basis and be flexible and available to work unplanned shifts/hours when necessary. Routinely lifts, carries, and moves materials around

the library. A valid VA driver's license or reliable transportation to and from work is required. All Library Assistants are subject to a 12-month probationary period.

**This position will close recruitment on June 30, 2025.**

*King and Queen County is an equal employment opportunity employer.*