



Union County Library System Job Description

Position: Library Assistant

FLSA: Non-Exempt Hourly (20 hrs/wk)

Status: Part-Time

Starting Pay: \$9.50

General Summary:

Under the direction of the Associate Librarian, Library Assistant is an intermediate level public service staff position. These employees work with limited supervision and have decision making responsibilities for routine matters. They have a large degree of discretion related to prioritizing and executing daily duties while working at the Circulation Desk.

Primary responsibilities may include:

- Responsible for executing all tasks relating to circulation including:
 - Checks materials in and out and register patrons for a Library card
 - Assists library users in locating appropriate materials, including using the catalog effectively
 - Assists patrons in the use of library equipment, including computers and other technology
 - Handles financial transactions
 - Helps keep public and staff areas of the Library clean
 - Assists with outreach programs, and special projects as needed
 - Provides basic reference help to patrons
 - Shelves, straightens, reads and organizes library materials for any area in need
 - Helps with collection maintenance, including weeding materials according to designated criteria or lists
 - Answers the telephone when needed and assists with photocopying and faxing
 - Helps with processing new materials to get them shelf-ready, including checking in new periodicals
 - Performs repairs to collection materials
 - Places and processes daily holds and ICLs
 - Communicates with immediate supervisor frequently, including suggestions and concerns
 - Contributes to the current and future success of the library through planning and communication
 - Other duties as needed or assigned by supervisor or Library Director
- Library Assistants may also need to substitute for absent library employees as required
- Serves as a point of contact and source of knowledge for Library Clerks

Important Qualities:

- Outgoing, welcoming, and enthusiastic
- Easily comprehends written information especially instructions pertinent to duties; Follows instructions and all directions with care and commitment
- Able to work effectively and enjoys interacting with people, including both the general public and other staff members of all ages and backgrounds
- Strong attention to detail
- Ability to lift and sufficient flexibility to shelf books and materials repeatedly on all shelves
- Maintains an excellent public service attitude and is courteous
- Creates a positive image of the library at all times
- Ability to use technology easily and effectively



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- Must possess and maintain a valid SC driver's license
- Associate's Degree preferred
- One-year customer service work experience desirable

Job applications are available at <https://www.unionlibrary.org/employment>. Interested applicants must submit a Union County Library System Employment Application to jobs@unionlibrary.org or to the Carnegie Library at 300 E. South St. Union, SC 29379.

UCLS is an equal opportunity employer.