POSITION DESCRIPTION

Position Title:
Branch Assistant

Reports To:
Branch Supervisor

Working Title:
Branch Assistant

Supervisory Responsibilities:
May occasionally supervise branch pages or summer workers in the absence of the Branch Supervisor.

Location of Work:
Reports to an assigned branch of the Lafourche Parish Public Library. May travel to library branches throughout the parish as needed or assigned.

Hours of Work:
Full time (36-40 hours per week) or part time (up to 29 hours per week). Position is non-exempt, thus incumbent is subject to overtime/comp time provisions. Work schedule may include evening and weekend assignments.

Position Purpose:
Responsible for assisting in all phases of operation of a branch. Incumbent may assume responsibility for operation of the branch in the absence of the Branch Supervisor.

Essential Functions:

1. Performs a variety of routine library tasks, such as charging and discharging books and other library materials, registering patrons, preparing displays and bulletin boards, shelving books and other library materials, and performing other duties that are necessary for the smooth operation of the branch.

2. Responsible for all aspects of public service, such as assisting patrons with copying, faxing, internet use, in locating library materials, and refers more complex requests to branch supervisor or other appropriate branch personnel.
3. Assists with Library programs, exhibits, and activities, and helps coordinate activities with other branches, performers, schools, and community groups.
4. Performs a wide variety of library tasks and services that include furnishing reference service and reader's advisory service to patrons, outreach to schools and other organizations in the community.
5. Assists with the discarding/weeding of the collection and ensures that appropriate policies are followed.
6. Reports any problems with the branch facilities or branch equipment to the branch supervisor and assists with ensuring proper maintenance of the branch. Assists with procuring repair services as needed in the branch or for branch equipment.
7. Reports any need for supplies and materials and assists in placing orders as requested or assigned.
8. Performs routine clerical tasks, such as typing, filing, sending and receiving faxes, answering the phone, etc.

Secondary Duties:

1. Assumes responsibility for all aspects of branch operations in the branch supervisor's absence.
2. May provide input to staff performance appraisals, may prepare (or assist in the preparation of) the monthly schedule for branch staff, and assists in the training of new staff.
3. Participates in professional development and continuing education programs, such as attending branch, Parish, regional, or state meetings or workshops, conferences, and seminars in order to remain current in library trends and developments.
4. Participates in cross-training to ensure uninterrupted effective administration of the Library.
5. Performs other duties as requested or assigned.

Physical Requirements:

Physical agility to sit, stand, bend, stoop, climb, reach, and lift objects weighing up to 50 pounds. Visual acuity to see and read computer screen,

shelf labels, book and magazine covers, etc., ability to sit and work at computer, and manual dexterity to use computer keyboard.

Minimum Requirements:
High school diploma or GED certificate. Excellent inter-personal and communications skills, both written and verbal. Understanding of automated library systems and computer proficiency.