

## **Perry County Public Library**

2328 Tell Street

Tell City, IN 47586

(812) 547-2661

[library@tcpclibrary.org](mailto:library@tcpclibrary.org)

### **LIBRARIAN ASSISTANT (Cannelton)**

Requirements: High school diploma

Position Summary: The librarian assistant is primarily responsible for creating programs for the public and aiding the general public. The librarian assistant creates programs, public events for patrons; works the circulation desk, helps patrons locate materials, makes sure that library materials are readily accessible, helps patrons in the computer lab, helps with copies, scans, prints, and faxes, and serves as a substitute as needed in other locations

Reports to Branch Manager

Job Description:

- Create, Lead, and Assist with programming for adults, children, and teens
- Word of mouth marketing library programs, services, and resources
- Public Service at circulation desk includes answering questions, circulating materials, answering the phone, welcoming patrons to the library
- Shelving materials quickly and according to our guidelines
- Preparing materials for circulation
- Must be able to assist people with finding materials, copying, computers, and other tasks
- Must be able to work evenings
- Must be able to work Saturdays
- Serve as needed at other locations

Other duties as assigned

#### Knowledge and abilities:

- Ability to work well with people of all ages and backgrounds
- Ability to create library events (known as programming) for a variety of age groups and families
- Ability to work harmoniously and effectively with others
- Ability to take direction, feedback, and advice positively
- Ability and willingness to learn to use the library's automation system (library's online catalog and software)
- Ability and willingness to become familiar with library services, programs, collections, and procedures
- Ability to communicate effectively verbally and in writing
- Ability to use computer equipment and software
- Ability to work flexible schedule including evenings and weekends as assigned
- Ability to sit or stand for prolonged periods (an hour or longer)
- Employee must be familiar with, or able to learn to use, the following equipment in order to perform job functions:
  - Library Automation System, personal computers, scanner, etc.
  - Internet
  - Photocopier
  - Fax Machine

#### Physical requirements:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; smell. Employee may climb ladders and stools. The employee is occasionally required to stand; walk; sit; climb; balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds unassisted. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus. The employee must be able to perceive, initiate, or respond to fire alarms, warning sirens, and telephone system all-call messages in a calm, rational manner, making sure that the other employees and patrons are safe and out of the building.

#### Work Environment:

Noise level is usually moderate.

Bookmobile is a confined area.

While performing the duties of this job (bookmobile), the employee may work in locations where access to restrooms is not readily available.