

**DEMOPOLIS PUBLIC LIBRARY**  
**211 E. Washington St.**  
**Demopolis, AL 36732**  
**334.289.1595**

**Job Title:** Library Assistant

**Reports to:** Director; Circulation Manager

**JOB SUMMARY**

Under the supervision of the Library Director, the employee is responsible for assisting patrons with computer needs, registering new patrons and issuing library cards, answering reference questions, and checking materials in and out for patrons. The employee must be highly organized and pay attention to small details. Library Assistants will come in contact with the public on a daily basis, thereby making interpersonal skills very important. The employee will answer phone calls, make copies, and provide general office assistance as needed.

**RESPONSIBILITIES**

- Assists patrons with internet access and ensure their technology needs are met
- Answers general library questions
- Checks book drop
- Listens carefully to the patrons who need help, answers their questions clearly and teach them how to use the resources
- Collects money and writes receipts
- Assists staff with special projects
- Performs light cleaning when time allows
- Shelves books and other materials in their proper location; keeps shelves neat and organized
- Reads shelves to make sure books and other materials are properly shelved; makes note of any material that is damaged and notifies the Circulation Manager
- Shifts books on shelves when required
- Is willing to work the 1<sup>st</sup> or 2<sup>nd</sup> floor circulation desk
- Assists in weeding projects
- Assists with summer reading and other library programs

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of computer applications and programs as they relate to the library
- Knowledge of Demopolis Public Library's policies and procedures
- Excellent written and verbal communication skills
- Ability to operate and maintain library equipment
- Adaptability to accept corrections and suggestions
- Ability to stay on task and be self-motivated
- Ability to follow directions

**MINIMUM QUALIFICATIONS**

- ❖ High School diploma or equivalent required
- ❖ Library experience preferred *not required*

