

Position Title: Senior Assistant
Hours: Full Time (40 hours a week)
Pay Grade: 14 (\$12.16-\$17.02)



Qualifications: High School diploma
Work days/evenings/weekends
Ability to follow directions
Previous computer experience
Well rounded knowledge of authors and reading preferences
Ability to get along well with staff
Courtesy and tact both in person and on the phone

Position Description: Provides customer service to patrons both in person and over the phone. Check materials in and out.

Essential Duties and Responsibilities:

1. Refer patrons to appropriate personnel for further assistance as needed
2. Open, monitor, and close the Patron Services desk area
3. Sort, reshelve, and store books, magazines, and other materials
4. Register patrons for library cards
5. Perform Interlibrary Loan duties
6. Charge materials in and out in a timely and accurate manner
7. Assist patrons with use of library equipment
8. Collect fines and fees
9. Help maintain order of library materials in designated areas
10. Answer incoming phone calls
11. Review and complete daily reports as needed
12. Maintain good relations with the staff, good attendance, and punctuality
13. Other duties as assigned

Required Abilities:

1. Manipulate library materials up to 50 pounds
2. Maneuver loaded book carts over carpeted floors
3. Follow oral and written instructions
4. Stand on feet for long periods of time
5. Read and understand titles and call numbers
6. Reach up and down to gather or shelve materials
7. Attention to detail even with constant interruptions
8. Perform clerical tasks
9. Knowledge in handling money and making change
10. Possess a high level of problem solving skills

NOTE: This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Marion Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.

Employee Acknowledgement:

I have read and understand this position description.

Employee

Date