

LIBRARY ASSISTANT

RUTHERFORD COUNTY LIBRARY SYSTEM

ORGANIZATION DESCRIPTION:

Rutherford County Library System (RCLS) is comprised of five branches and a Bookmobile serving the Greater Rutherford County community. RCLS receives funding from three cities (Eagleville, Murfreesboro, and Smyrna) and Rutherford County, though governed by the Board of Directors of RCLS (“the Board”). Our mission: Empowering the community with resources to explore, imagine and engage.

SUMMARY:

Under the direction of the RCLS Branch Manager/Supervisor, Supervisory Associate or Circulation Supervisor, the Library Associate will be responsible for routine circulation services, shelf maintenance and clerical functions using automated circulation system including information and reference service and reader’s advisory.

DUTIES & RESPONSIBILITIES:

- Performs all routine functions of circulation services and shelf maintenance including but not limited to checking out materials, handling their return, overdue fines and registering new patrons. Accurately maintains records and handles funds.
- Provides information to patrons regarding library programs and services, performing readers’ advisory services, locating needed reference materials, ILL requests, library automation systems, and other resources. Assists patrons in locating library materials in ALL areas of the library.
- Assists patrons with computer/technology use and troubleshoots basic computer and related equipment.
- Participates in staff meetings to discuss and resolve problems, contribute ideas for improvement and keep updated on library plans and activities.
- Assists with opening and closing duties.
- Attends continuing education workshops, seminars and/or webinars that are relevant for position.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

- High School diploma or G.E.D. equivalent or above.
- Considerable knowledge of the principles and practices of library functions.
- Skill in communicating effectively, both verbally and in writing; strong analytical and problem solving skills; skill in developing staff procedures and guidelines; skill in interpreting statistical data, formulating recommendations and writing reports; skill in coordinating multiple projects simultaneously; skill in organizing, compiling, and recording information accurately; skill in utilizing word processing, database, and/or spreadsheet software packages.
- Possess a valid Tennessee Driver’s License or ID.

- Scheduling flexibility is required, but a regular schedule of hours, including nights and weekends, with occasional exceptions is possible. This position is classified as Full Time or Part Time Non-Exempt for the purpose of the Fair Labor Standards Act.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

- The job location is at but not limited to one of the specified branches of RCLS.
- Physical condition necessary for the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces.
- Frequent bending, stooping, and working in confined spaces.
- Lifting or carrying moderately heavy (20-50 lbs.) items and occasionally very heavy (50 lbs. and over) items.
- Minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment.
- Utilizing a keyboard, and sitting, or standing for extended periods of time.
- Tasks require sound, color, depth and visual perception.

This job description describes the nature and level of assignments normally given in this position. It is not an exhaustive list of duties and may be supplemented at anytime. Employees may be expected to perform additional related duties which are specific to their area that may not be reflected in this summary. The job description does not constitute an employment agreement between RCLS and the employee, and is subject to change as the needs of RCLS and the requirements of the job change.