



Franklin County Library System

WE CREATE LEARNING OPPORTUNITIES THAT LEAD TO PERSONAL DISCOVERY, GROWTH, AND ENJOYMENT.

JOB DESCRIPTION

POSITION: Library Assistant I

LOCATION: Any FCLS Library Branch

REPORTS TO: Library Director/Manager

Primary Responsibilities:

- I. Essential Functions
 - A. Greets customers and offers assistance.
 - B. Registers new borrowers and maintains borrowing records.
 - C. Assists customers in locating library materials, including online resources and databases.
 - D. Reserves items that meet customer needs.
 - E. Checks materials in and out of the library.
 - F. Answers the telephone in a professional and courteous manner.
 - G. Signs computer users in and assists as needed.
 - H. Records receipt of payments, donations, and other income.
 - I. Organizes, cleans, and shelves library materials.
 - J. Provides readers' advisory and ready reference services when able; consults with a professional librarian for further reference assistance when needed.
 - K. Upholds and enforces library policies.
 - L. Other duties as assigned by supervisors.

Required Qualifications:

- I. At least 14 years of age.
- II. Basic to intermediate computer skills.
- III. Interest in books, libraries, and literacy.
- IV. Ability to serve patrons in a professional manner, including listening and communicating clearly in person, in writing, and on the telephone.
- V. Ability to speak, hear, see, sit, stand, kneel, crouch, climb, balance, grasp, reach above the shoulders, shelve and retrieve materials on standard library shelves, lift or move a minimum of 40 lbs, and push/pull a loaded book cart.
- VI. Must complete and pass all required clearances and background checks.
 - A. Pennsylvania Child Abuse History Clearance
 - B. Pennsylvania State Police Criminal Background Check
 - C. FBI Criminal History Clearance
 - D. Mandated Reporter Training



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Preferred Qualifications:

- I. Bilingual.
- II. Customer service experience and money-handling skills.
- III. Flexibility to work at different library locations.

Part-time (24 hours per week or less) or half-time (25-30 hours per week) depending on library staffing needs; includes morning, afternoon, evening, and rotating Saturday shifts.

The pay rate is \$10.75 per hour. Additional compensation may be offered based on education, skills, and experience.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, and responsibilities which comprise this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.