

Adams County Library System

140 Baltimore Street

Gettysburg, PA 17325-2311

[www.adamslibrary.org](http://www.adamslibrary.org)

Phone: 717-334-5716 Fax: 717-334-7992

[adams@adamslibrary.org](mailto:adams@adamslibrary.org)

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**Job Title:** Branch Assistant and Teen Specialist – Jean Barnett Trone Memorial Library of East Berlin

**FLSA STATUS:** Non-Exempt

**Supervisor's Title:** Branch Manager, Jean Barnett Trone Memorial Library of East Berlin

**Nature of work:**

This is a position responsible for delivery of friendly, high-quality library service to the public in a library setting. Work involves circulation routines, a variety of clerical tasks, and the provision of first level readers' advisory and reference services. This position requires evening and weekend hours and the candidate may at times work unaccompanied.

Sound independent judgment is required in circulation matters. Coordination must be maintained with Adult and Youth Services in matters relating to reference readers' advisory and other services. Work is performed in keeping with the objectives, policies and established procedures of the Adams County Library System.

**Examples of Work:**

- Represents the Adams County Library System to the local community. Promotes and maintains high standard of public relations.
- Delivers front line service in the Teen area:
  - Designs and implements select programs and activities for teens, based on their needs and interests.
  - Assists the Branch Manager and other staff members in offering programs and activities for teens.
  - Assists the Branch Manager in developing policies related to teens.
  - Promotes teen services through, but not limited by the creation of posters, event calendars, social media posts, school visits, and displays within the library.
- Enforces Adams County Library System policy and procedures
- Performs all opening and closing procedures in work and public areas. This may include turning off the computers, emptying the book drop, turning on or off the lights, and unlocking or locking entry doors.
- Charges and discharges library materials.
- Renews materials and places reserves/District Loans/ILL as necessary
- Processes delivery items. Processes reserved materials, Interlibrary loans, notifies patrons.
- Processes magazines for circulation.
- Enrolls new patrons and updates patron information in library records.
- Collects and accounts for money received for lost and damaged materials, fines and miscellaneous other materials handled in the library, operates cash drawer.
- Assigns tasks to volunteers.
- Receives and directs incoming calls.
- Shelves materials/reads shelves.
- Provides first level reference and readers' advisory services under the supervision of the Branch Manager.
- Answers general directional and informational questions and assists borrowers in the use of library facilities and resources.
- Assists patrons with use of photocopier, printer, and scanner.
- Assists in creating promotional materials.
- Assists in planning and setting up /tearing down library displays.
- Assists with collection rotations.
- Notifies librarian of needed supplies.
- Attends meetings and training seminars as required.
- Schedules meeting room use.
- Assists with the planning, promotion and presentation of programs for all ages as needed.
- Assists all patrons in the use of public computers and personal e-readers.
- Performs related duties as assigned or as the situation dictates.

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**Required Knowledge, Skills and Abilities:**

- Knowledge of Adams County Library System policies, practices, goals and objectives.
- Knowledge of community characteristics and particular special needs.
- Ability to deal pleasantly, tactfully and efficiently with the public.
- Flexibility to deal with multiple and extra unexpected tasks and patrons simultaneously.
- Ability to learn Dewey Decimal System, automated circulation system, and library circulation policies.
- Ability to follow oral and written instruction.
- Ability to work well with minimum supervision.

**Education and Experience:**

High School Diploma or GED required, Bachelor's Degree in related field preferred

Library experience preferred.

Bilingual/Spanish preferred.

Must have computer ability to adequately utilize integrated library system, Microsoft Office applications and electronic information sources.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:			X	
Climbing/Stooping/Kneeling:			X	
Lifting/Pulling/Pushing:			X	
Fingering/Grasping/Feeling:  Must be able to write, type, and use phone system.				X

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**Working Conditions:**

- Position requires ability to see, read and understand titles, call numbers and dates; sort accurately by alphabetical, numerical, chronological or Dewey Decimal order; reach up or down to shelve materials; manipulate library materials up to 15 pounds; grip library materials.
- Position requires ability to lift and carry bags of materials weighing up to 40 pounds and manipulate loaded book carts weighing up to 300 pounds over carpeted floors.
- Physical ability to stoop, kneel and crouch when reshelving materials.
- Normal, indoor working conditions, with adequate work space, temperatures, ventilation and lighting.
- Normal office exposure to noise, stress and disruptions
- Position requires ability to work independently in the building.

**Required Signatures:**

I have read the above position description and fully understand the requirements.

\_\_\_\_\_

Employee

\_\_\_\_\_

Date

\_\_\_\_\_

Branch Manager

\_\_\_\_\_

Date

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

**Last Modified:** December 23, 2020

**Job Description Approved by Administration /Operations Committee \_\_\_\_\_**