

POSITION DESCRIPTION  
**CLARK COUNTY PUBLIC LIBRARY**

An Equal Opportunity Employer

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Job Title:	<b>LIBRARY ASSISTANT – OUTREACH SERVICES</b>
Department:	Outreach Services
Immediate Supervisor:	Outreach Services Manager
Positions Supervised:	None
FLSA Status:	Non-Exempt

**JOB RESPONSIBILITIES:**

Under the general supervision of the *Outreach Services Manager*, the *Library Assistant – Outreach Services* serves patrons at locations visited on the library vehicle(s) used for outreach services to the community, and provides quality customer service to patrons of all ages.

**QUALIFICATIONS:**

- High school diploma or equivalent
- Library experience preferred, but not required  
and
- Valid Ohio driver's license with an acceptable driving record

**WORKING CONDITIONS:**

- Must be able to work a flexible schedule, including evenings and weekends
- Occasionally required to work overtime
- Occasionally work in adverse weather conditions

**PHYSICAL REQUIREMENTS**

- Job requires ability to drive Library Outreach vehicles, operate tools and controls, walk, sit, see at close range and distances, talk, hear, bend, reach, and stoop in order to perform job duties. Frequent computer usage. Must be able to push book carts (may exceed 50 lbs.), occasionally move items up to 25 pounds, and sit or stand for extended periods of time. CCPL provides basic large vehicle operation training to safely operate the bookmobiles.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process.

*An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.*

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## CLARK COUNTY PUBLIC LIBRARY

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> <li>• Library policies and procedures*</li> <li>• Dewey Decimal Classification System*</li> <li>• Integrated Library System*</li> <li>• Basic computer applications (MS Word)</li> <li>• Ohio Motor Vehicle laws &amp; regulations</li> <li>• Current library technology and trends*</li> <li>• Wide range of books and authors*</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate effectively in written and oral form</li> <li>• Interact and respond appropriately with patrons, staff, community groups, local organizations, and schools</li> <li>• Maintain confidentiality</li> <li>• Maintain knowledge of technology, library services and resources</li> <li>• Drive a bookmobile/Outreach vehicle*</li> </ul>

\* May be acquired after hire

% of Time	ILLUSTRATIVE DUTIES: <i>(The duties listed below are not all-inclusive and illustrate the type of work assigned to a position incumbent. Essential functions of the job are noted by ★. The percentage of time allocated to each group of duties is approximate.)</i>
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### 80% **BOOKMOBILE/OUTREACH SERVICES**

- ★ Adheres to schedule and arrives in a timely manner
- ★ Responds to questions from patrons in person and over the telephone
  - Resolves patron problems and account questions
- ★ Assists patrons in locating library materials and in using library equipment
- ★ Checks library materials in and out on the computer system
- ★ Processes reserve requests
  - Notifies patrons by phone or email when library materials are available
  - Enters reserves in computer; processes transfers, maintains related files as required
- ★ Prepares and issues library cards
- ★ Enters patron and library material information into computer system
- ★ Prepares books for delivery
  - Loads and unloads library materials
  - Assists with processing materials for homebound delivery
- ★ Maintains bookmobile supplies
- ★ Notifies supervisor of unforeseen scheduling changes
- ★ Maintains and increases knowledge and skills through attendance at meetings, conferences, and in-service training sessions

### 15% **COLLECTION MAINTENANCE**

- ★ Maintains knowledge of available materials and patron reading preferences
- ★ Recommends new or replacement materials
- ★ Assists with maintaining department files and with processing new materials
- ★ Organizes and shelves library materials according to proper shelving practices
- ★ Transports library materials from one location to another
- ★ Reads shelves for correct placement of library materials
- ★ Straightens shelves and shifts library materials

### 5% **MISCELLANEOUS**

- Performs additional duties and assignments, as requested

★ *Denotes an essential function of the job*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date