



Anderson County Library
300 N. McDuffie St, Anderson, South Carolina 29621
(864) 260-4500

JOB DESCRIPTION

JOB TITLE: Library Assistant I – Adult Services -- ECC

Pay Grade:

FLSA: Non-exempt

GENERAL DESCRIPTION

Performs various library functions and clerical duties in the Adult Services Department, primarily in the Electric City Creative makerspace. Develops, prepares, and leads programs targeted for adults and/or using ECC equipment in partnership with the Head of Reader Services & Creative Programming. Fulfills the needs of patrons and helps in answering directional questions.

SUPERVISION RECEIVED

Works under the supervision of the Head of Reader Services & Creative Programming.

SUPERVISION EXERCISED

None.

EXAMPLES OF WORK PERFORMED

(These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.)

- Assists patrons by:
 - Answering directional and procedural inquiries.
 - Advising patrons concerning the library and its services, resources, and policies.
 - Giving instruction in the use of the Electric City Creative Makerspace equipment and location of materials.
 - Instructing in the operation of library equipment.
 - Answering reference and other information requests.

- Answering incoming calls; providing guidance and assistance, routing calls to appropriate personnel or department; taking messages.
 - Assisting and instructing patrons in the use of public copiers and printers.
 - Assisting patrons with internet and word processing computers.
 - Maintaining a safe work environment and ensuring safe use of the ECC.
- Assists in changes of daily work schedule due to unexpected public demands.

May have one or more of the following duties assigned:

- Plans, prepares, and conducts a regular schedule of programs in the Electric City Creative as assigned (including travel to branches to present programs as needed).
 - Handles one-on-one appointments with patrons covering the use of ECC equipment.
 - Maintains ECC meeting space and creative areas and stations.
 - Enters data into computers and the library's website and calendar.
 - Maintains statistical information regarding program attendance and other reports as necessary.
 - Maintains and orders programming, office, and equipment supplies.
- Maintains office equipment including providing paper for copiers and printers as needed.
 - Operates and drives Library vehicles in a safe manner.
 - Takes applications for library cards during outreach programs.
 - Maintains confidential patron records and preserves confidentiality of said records.
 - May fill in other positions within Adult Services or the library system.
 - Conducts tours of the Electric City Creative for visiting groups.
 - Required to work nights and weekends.
 - Performs other related duties as required.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High School Diploma; and
- (B) One (1) year of library programming experience or similar teaching, preferred.

Necessary Knowledge, Skills and Abilities:

- (A) Excellent computer skills, including keyboarding and internet experience; ability to perform detailed and precise work.
- (B) Ability to design creative projects and lead a class through the steps of completing the project.
- (C) Artistic or creative background.
- (D) Enthusiastic attitude toward learning new skills and teaching others.
- (E) Ability to adhere to library policies and procedures; ability to set priorities and manage workloads.
- (F) Ability to establish and maintain effective working relationships with the general public and all library employees; ability to communicate effectively orally and in writing; ability to work in a team environment as well as independent work.
- (G) Ability to adjust to changes in the daily work schedule; ability to handle multiple projects at the same time.
- (H) Must possess a valid driver's license or the ability to obtain one and maintain a safe driving record.

TOOLS AND EQUIPMENT USED

Computer, including word processing and spreadsheet software, specialized creative software and equipment, fax machine, calculators, printer, copier, general office tools, audio and visual equipment and sound systems.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools or controls and reach with hands and arms. The employee is occasionally required to travel to other areas within the library system.

The employee must occasionally lift and/or move up to 25 pounds and be able to maneuver a fully loaded book truck and various Electric City Creative equipment.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description does not constitute an employment agreement between the Anderson County Library System and an employee and is subject to change by the Anderson County Library System as its needs and the requirements of the job change. Also, the Anderson County Library System may change assigned work location and schedule depending upon the needs of the system.