

**Job Title:** Library Assistant-Adult Services  
Night and Weekend Supervisor

**Classification/Status:** Classified/Part-time Employee  
Nonexempt

**Reports to:** Adult Services Coordinator

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### **POSITION PURPOSE**

Assists in performing a full-range of library tasks. Acts as evening and weekend supervisor. Provides direct library services to patrons.

**NATURE AND SCOPE OF RESPONSIBILITIES** include the following. Other duties may be assigned.

- Supervises building and staff on weeknights and weekends as assigned.
- Assists patrons with questions, reading materials, activities and library use.
- Answers information questions or makes appropriate referrals.
- Maintains and provides assistance with microfilm equipment, photocopier and other office equipment.
- Assists patrons with computer and Internet use.
- Attends department and staff meetings, continuing education programs, etc. as assigned.

### **SUPERVISION**

- Supervises building, customer service and library personnel on weeknights and weekends as assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND/OR EXPERIENCE**

**Bachelor's degree required. Library experience and/or enrollment in the Emporia State University's School of Library Information Management preferred. Proficiency with computers and standard software applications required.**

## **PRESENTATION SKILLS**

- **Strong written and verbal communication skills required.**
- **Ability to promptly respond to library patron's inquiries, requests, or concerns.**
- **Ability to effectively present information to all levels of library personnel and public groups.**
- **Ability to read, analyze and interpret common scientific and technical journals, reports, and documents.**
- **Ability to write necessary professional reports and maintain documentation in accordance with job.**

## **FINANCIAL/COMPUTATION SKILLS**

- **Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.**
- **Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.**
- **Basic skills in Microsoft Office environment are required.**

## **ANALYTICAL ABILITY**

- **Ability to define problems, collect data, establish facts, and draw valid conclusions.**
- **Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.**

## **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 regularly required to talk and hear. The employee frequently is required to stand and sit. The employee is required to walk; use hands and fingers; climb or balance; and stoop and kneel. The employee is required to be able to safely operate a motor vehicle and be able to obtain a motor vehicle license.**

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

## **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.

While performing duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

## **PRINCIPAL ACCOUNTABILITIES:**

- Supervises building and library staff on weeknights and weekends as assigned.
- Reports to the Adult Services Coordinator.
- Responsible for library patron satisfaction in the utilization of library resources, policies, services, and equipment.
- Performs bibliographic searches and maintenance of library records by using a wide variety of both standard and unique computerized bibliographic tools.

## **Library Assistant Essential Functions:**

- Assists patrons in finding appropriate materials as needed, including those in electronic formats.
- Assists patrons with questions, reading materials, activities and Reader's Advisory.
- Maintains and provides instruction on use of computers, microfilm readers and printers, photocopier and other equipment in adult services.
- Performs other related tasks as assigned.

Part time Library Assistant. Duties include patron assistance/customer service, supervision of building and personnel during evening and weekend hours. \$10.00 per hour. Complete job description and online application available at [www.emporialibrary.org](http://www.emporialibrary.org). Send cover letter and resume with three professional references to Robin Clark, [clarkr@emporialibrary.org](mailto:clarkr@emporialibrary.org). Review of applications will begin August 17, 2015. Position open until filled.

