



GENESEE DISTRICT LIBRARY

JOB DESCRIPTION

JOB TITLE: Library Assistant
Non-exempt/Union Position

FULL TIME – 40 HOURS PER WEEK
AT-LARGE

JOB SUMMARY

Persons in this position have the responsibility to perform library tasks at Headquarters or any branch of the Genesee District Library System. Employees in this classification may also be required to take charge of a branch on a temporary basis or serve as a substitute following the guidelines for scheduled hours, assigned tasks and supervision set forth in the GDL Policies and Procedures manual. An integral function of this position is the ability and willingness to train/instruct the public and staff on the use of PC software applications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Providing public service assistance to all patrons by:
 - providing courteous, sensitive and respectful treatment to all persons
 - providing direct and immediate service to walk-ins
 - placing and receiving telephone calls
 - performing required computer functions, e.g. Internet instruction
 - assisting with interloan functions
- Providing assistance to the librarian in maintaining and operating the branch by:
 - maintaining library materials collection and files in an orderly manner
 - assisting with routine duties
 - developing a working knowledge of all GDL equipment and services

MINIMUM QUALIFICATIONS

- Bachelor of Arts or Bachelor of Science degree from an accredited institution.
- General computer proficiency, including knowledge of library software and Microsoft Office products.
- Training experience preferred.

WORK ENVIRONMENT

The location will vary between branches of the Genesee District Library System, and the schedule will vary according to the needs of the public and the GDL System. The noise level in the work environment is usually quiet and work is performed indoors.

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 position, the employee will frequently sit, stand and walk. The employee is occasionally required to stoop, kneel, reach forward and above the head. The employee will occasionally lift and/or move equipment, etcetera, up to fifty (50) pounds. Specific vision abilities required by this job include close vision.

SPECIAL REQUIREMENTS

Possession of a valid driver's license and a vehicle for use on library business.

*The above statements are intended to describe the general nature and level of work being performed by personnel in this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

RESUMES will be accepted for this position through Friday, November 8, 2013

All applicants must meet the minimum and special eligibility requirements, as listed on this job announcement, to be considered. Resumes may be submitted to:

Genesee District Library
Human Resources Office
G-4195 W. Pasadena Avenue
Flint, Michigan 48504

e-mail: jescamilla@thegdl.org