

LIBRARY ASSISTANT II— Homebound Services

Reports to: Department Manager - Homebound Services
Department: Homebound Services

General Description

This position is supervised by the Department Manager - Homebound Services. The primary responsibility of the Library Assistant II is to support collection and records maintenance in the Homebound Services Department.

Duties & Responsibilities

- Has a working knowledge of Hayner Library policies and procedures;
- Creates Forthcoming Book List for Homebound patrons;
- Interacts with homebound patrons as necessary;
- Executes offsite book exchanges twice yearly;
- Creates and maintains various Homebound collections and patron records;
- Performs other duties as assigned by the Department Manager - Homebound Services.

Education & Skills

- Must have a high school diploma or equivalent;
- Must demonstrate mastery of appropriate computer skills, preferably with an understanding of Polaris and other library-specific software;
- Must demonstrate high level of professionalism and customer service skills;
- Must demonstrate critical thinking skills and an attention to detail;
- Must be a self-starter and able to work independently.
-

Physical Demands

- Must be able to lift, carry, and/or push an average of 40 pounds unassisted
-

Working Conditions

- Work is inside in a temperature controlled environment as well as outdoors in all types of weather conditions
- May be required to travel between THPLD locations

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Signed: _____