

SUMMER INTERN LIBRARY ASSISTANT

Basic Functions

Explore the essential competencies of librarianship and provide basic library services to patrons in the public library. This position reports to the Library Manager.

Circulation Duties & Responsibilities:

- Provide courteous, efficient circulation services as outlined in the FCLS procedures manual.
- Provide instruction on the basic use of the online library catalog and library computers.
- Assist with opening and closing procedures, including close out of cash drawer.
- Assist patrons and resolve minor problems with library equipment.
- Perform other related duties as assigned.

Public Service Duties and Responsibilities:

- Assist in the creation and maintenance of displays to highlight the collection, programs and library services.
- Assist in program presentations under direction of library staff.
- Provide readers' advisory and reference services to patrons.
- Explain the use of library facilities, equipment, rules and services.
- Perform other related duties as assigned.

Collection Duties and Responsibilities:

- Maintain and shelve collection materials collection following library policies and procedures.
- Perform other related duties as assigned

Knowledge of:

- Principles and practices used in interacting with the public
- Principles of public librarianship
- Customer service techniques
- Basic technology and computer skills
- Cash handling procedures

Ability to:

- Provide effective oral and written communication
- Operate office equipment and a variety of audiovisual equipment
- Work day, evening and weekend hours as assigned
- Exercise good judgment, flexibility, and sensitivity in response to changing situations and needs
- Foster positive and harmonious working relationships with those contacted in the course of work

Experience and education:

- High School Diploma/GED or equivalent
- Enrollment in college-level studies preferred

Certifications, Licenses:

- Valid Driver's License

Working Environment:

- Minimal exposure to undesirable working conditions or exposure
- Work evening and weekend hours as assigned

Physical Activities:

- Essential functions require maintaining physical condition necessary for moderate physical activity such as sitting, standing, walking, kneeling, crouching, squatting, stooping, twisting upper body and lifting an average of 25 lbs.; pushing and pulling loaded book carts; carrying library materials
- Must be able to sit and work at a computer for a length of time

NOTE: Nothing in this position description should be construed as an employment contract. The Fremont County Library System Board of Directors reserves the right to modify salaries, schedules, contributions to health insurance programs, and other benefits programs. All Fremont County Library System employees are at-will.