



Talking Books Assistant **(Library Assistant I)**

Job Summary:

This position assists the Blind & Handicapped Coordinator by providing personalized customer service to the print handicapped individuals enrolled in the Talking Books Program through checking materials in and out, handling computer accounts, responding to customer inquiries and helping to maintain the digital talking book collection.

Minimum Qualifications:

High school diploma or equivalent required. Relevant library experience desirable.

Required Competencies:

- Ability to communicate effectively with staff and patrons, and interact with public in a consistent, friendly and courteous manner.
- Ability to establish and maintain effective working relationship with co-workers.
- Ability to learn and follow the general rules, regulations and procedures of the library system.
- Ability to understand and follow written and oral instructions.
- Ability to learn Talking Books circulation and shelving procedures.
- Ability to work with limited supervision, pay attention to detail, and exercise sound independent judgment.
- Ability to use computers and learn new software.
- Ability to pay attention to detail.
- Requires physical agility and strength to bend, reach, lift and carry (up to 5 lbs.), and push/pull loaded carts when shelving.

Essential Duties:

- Be a collaborative team member, sharing responsibility for building supervision, working towards ensuring the proper maintenance and organization of the library and its collections, and in helping the library provide a welcoming, comfortable, and safe place for the community.
- Provide prompt, knowledgeable and courteous service in answering circulation, directional, basic reference questions, handling telephone calls and routing messages.
- All of the following circulation functions: checking in and out materials, renewing items, shelving and shifting materials, organize books that are to be cataloged, assist in annual weeding of collection, check reports/lists against shelves of materials, light cleaning as needed, and performing routine library computer functions.
- Perform related work as required.