



LIBRARY SPECIALIST III

DEFINITION: Under the supervision of Librarian, position will provide staff support in a branch library. Incumbents perform the full range of branch library duties as directed by the branch supervisor.

ESSENTIAL JOB DUTIES: Assist patrons in book selection and facility use; check books in and out; answer many kinds of questions, both in person and on the telephone; place books in proper place on shelves; refer complicated questions to reference personnel; take requests for books not on library shelves; alphabetize and file catalog cards; take applications for borrower cards; assist patrons with use of copier and computer; assess and accept fines; follow daily library closing procedure, counting circulation and funds received; notify patrons of the arrival of requested material; assist with special library programs; other related duties as assigned.

EMPLOYMENT STANDARDS

Education/Experience: Must possess a high school diploma or equivalent with a minimum of two years of experience as a Library Specialist II, or one year toward an Associate of Arts degree can be substituted for one year of experience.

Knowledge of: Library terminology and standard library practices; typewriter, computer, and telephone skills; customer service techniques.

Ability to: Find the answers to questions, and assist patrons in the use of the facilities and the selection of library materials; project a positive image of the library to members of the public by being pleasant and helpful; perform library clerical work with accuracy; understand and follow oral and written instructions; work cooperatively with coworkers and other contacted in the course of work; operate personal computer and typewriter, as well as other office machines; lift, push, pull, and/or carry up to 40 pounds; mobility to stand, stoop, reach, and bend; climb and descend stairs.

Special requirements: Must be willing and able to work alone; evening and weekend hours required as needed; must possess a valid operator's license issued by the State Department of Motor Vehicles.