

## ADULT SERVICES ASSISTANT; COMPUTER FOCUS

**Responsible to:** Adult Services Supervisor

**Classification:** Preprofessional

**Qualifications:** Bachelor's degree  
Library experience preferred  
Knowledge of computers and applicable technologies  
Must have a valid driver's license and meet criteria for insurability under the library's policy  
Ability to work days, evenings and weekends as required

**Primary Function:** Under the general supervision of the Adult Services Supervisor, assist patrons in the use of the library and its resources with an emphasis in helping patrons use technology.

- Responsibilities:**
1. May serve in any department of the library i.e., Adult or Children's Services, etc.
  2. Participates in materials selection and evaluation
  3. Updates and discards assigned material area(s)
  4. Communicates with people effectively and with tact and good judgement
  5. Answers reference questions and provides reader guidance
  6. Assists and instructs patrons in the use of library materials, reference tools, Clevnet catalog, on-line data bases, etc.
  7. Provides specialized services for adults or other outreach targeted groups
  8. Assists patrons with technology including tablets, e-readers, laptops, the 3-D printer, etc. and software including Microsoft Office.
  9. Keeps necessary statistics and prepares monthly reports as required
  10. Plans, oversees and presents programs, public relation promotions, book talks and other marketing of the library
  11. Keeps informed of developments and participates in activities of professional and community organizations
  12. Participates in professional development including workshops, meetings and professional readings
  13. Uses social media to communicate to patrons
  14. Assumes more difficult duties as experience increases
  15. Demonstrates knowledge of library policies and procedures
  16. Supports Behavior Policy (library code of conduct)
  17. Oversees other staff including page/shelvers and volunteers

19. Performs other related duties as required

**Physical Demands:**

Work requires physical effort in the repetitive handling of materials or boxes and tools or equipment of up to 30 pounds in non-strenuous work positions and/or continual standing or walking.

7/20/2017