



SUBSTITUTE LIBRARY SERVICE TECHNICIAN **DUTIES AND RESPONSIBILITIES**

Summary:

The Substitute Library Service Technician is responsible for maintaining the efficient operation of the library in the absence of a Library Service Technician, Lead, Branch Manager, and Director. Also may assist the Lead as needed. The work involves carrying out library policy as determined by the Elbert County Library District dba Pines & Plains Libraries Board of Trustees.

Qualifications:

Graduation from high school (or GED) and some experience in a public contact position; or an equivalent combination of training and experience that produces the knowledge, skills, and ability to perform the essential duties and responsibilities of the position. Ability to deal courteously and effectively with the public. Basic knowledge of computers, or the ability to readily acquire such knowledge.

Essential Duties and Responsibilities:

1. Patrons

- Uphold the provisions of the Library Bill of Rights, the Freedom to Read Statement, the ALA Code of Ethics, and other policies adopted by the Board
- Help patrons with reader advisory questions and provide reference services
- Execute any scheduled program activities on their shift
- Provide assistance and training to patrons on the use of the library, the library catalog, online databases and the Internet
- Understand and be able to operate library equipment that may serve patrons (ie. copier, laminator, etc.)
- Register new patrons and provide library cards

2. Community Relations

- Relate well to public, greeting all library patrons pleasantly
- Maintain good public relations and act as a liaison with the general public

3. Circulation

- Be familiar with the library collections
- Perform all circulation duties as required
- Shelf accurately and neatly
- Process materials as directed

- Mend worn and/or damaged materials as appropriate
 - Send overdue notices as directed
- 4. Personnel**
- Keep an accurate personal time sheet up-to-date and submit to the Branch Manager promptly when scheduled
- 5. Training**
- Take advantage of training opportunities to advance professional growth and development
 - Maintain proficiency in technology use, including Internet searches, online databases, interlibrary loans, etc.
- 6. Financial Matters**
- Collect and record money for fines, lost materials, copies, etc
 - Follow district cash-handling procedures at start and finish of day
 - Collect Friends of the Library donations
- 7. Facilities**
- Perform general light housekeeping and upkeep, such as vacuuming, dusting, changing light bulbs, shoveling walks and steps, etc., as necessary
 - Assist in maintaining a safe, healthy and attractive library environment, including grounds, that is a source of community pride
 - Report any need for equipment and/or facilities repair to a Lead or the Branch Manager
- 8. District Responsibilities**
- Welcome to attend all regular meetings of the Elbert County Library District Board of Trustees
- 9. Additional Responsibilities**
- Abide by all library and personnel policies and procedures
 - Take advantage of any and all opportunities to expand the services provided by the library
 - Support the use of modern library technology by enthusiastically embracing it and using it in everyday library operations
 - Perform any other duties as directed by the Branch Manager, Library Director, or the Board of Trustees