

“To Inform, Enrich & Empower”
Jasper County Public Library
Job Description

Title: Adult Services Specialist
Classification: Library Specialist I

Branch/Department: DeMotte Library
Reports to: Branch Manager

FLSA: Non-exempt

General Summary:

Responsible for reference and reader’s advisory services; computer trouble-shooting and programming; and for selection and maintenance of adult non-print materials.

Primary Responsibilities and Duties:

Essential Functions:

- Advanced Reference Work and Reader’s Advisory Services
- Circulation desk work approximately 30% of time
- Selects and Maintains Adult Non-print Materials
- Assists with Adult print maintenance and weeding
- Prepares Monthly Reports; including Reference Count, Reference Fill, and People Count Week forms; and the Stats Only fields on TLC
- Assists in planning and implementation of adult computer programs
- Prepares & tallies the Monthly Daily Record and oversees the petty cash funds
- Troubleshoots TLC and PC problems, oversees cleaning of public computers
- Functions as circulation trainer
- Must adhere to library Internal Control Standards and System

Other Duties:

- Processes new items
- Updates the bestseller list on the library home page weekly
- Proctors tests
- Assists patrons in computer software use, and provide one-on-one computer tutoring as needed
- Responsible for Lost and Missing List
- Oversees Gift and Memorial Donations
- Assists with adult programming
- Serves on special committees and workgroups
- Keeps library card application files up to date
- Maintains end panel and hanging signage
- Assists patrons with equipment and devices

- Back up for magazine processor
- Back up for the meeting room reservations
- Back up for webmaster in their absence
- Special tasks as assigned by Branch Manager

Knowledge, Skills and Abilities Required:

Minimum Education/ Experience:

- Two years of college or five years of library experience

Contact with Others:

- Must demonstrate excellent interpersonal and communication skills
- Must demonstrate an ability to perform tasks while remaining attentive to patron needs
- Must interact well with the public and staff
- Must demonstrate ability to speak in front of groups

Mental/Analytical Demands:

- Must demonstrate attention to detail
- Ability to perform repetitive tasks
- Must demonstrate ability to remain calm and composed when dealing with difficult situations or individuals
- Must demonstrate basic mathematical abilities
- Must demonstrate ability to make independent decisions
- Must demonstrate a deep commitment to excellence in public service
- Must demonstrate ability to conduct a successful reference interview

Certification, Licensure, Registration:

- Library certificate 6 or the ability to attain within 2 years

Working Conditions:

Physical Requirements:

- Must demonstrate ability to move in a timely manner throughout the public service areas of the library
- Must demonstrate ability to perform circulation/reference desk duties for a minimum of three hours per day
- Performs bending, squatting, kneeling and reaching from floor level to 6 feet in height
- Performs routine lifting of library materials up to 20 pounds

Working Environment:

- Constant public contact
- Highly computerized workplace
- Evening and Saturday work required

Equipment Used:

- Ability to learn use of general office equipment (computers, copiers, fax machine, printers)
- Knowledge of word processing and other computer applications
- Ability to effectively search the Internet and databases

General Statement:

The above primary job duties and responsibilities describe the level and nature of work performed by employees assigned to this job. The description should not be construed as an exhaustive listing of all duties and responsibilities performed by this job.

Effective Date: /85 Revised 12/18; Reviewed 11/23; Revised 2/24