

THOMASTON PUBLIC LIBRARY

JOB TITLE: Library Assistant for Programming

REPORTS TO: Library Director

PREPARED BY: Personnel Committee

DATE: 10/8/24

POSITION SUMMARY/PURPOSE

Reporting to the Director, this position is primarily responsible for adult programming and publicity, as well as general assistance at the Adult Services desk.

ESSENTIAL FUNCTIONS

- Plans programming for adults in coordination with Director
- Assists with group and individual instruction in current and emerging technologies
- Promotes library programs and services through social media and library displays
- Assists patrons with the use of library resources and equipment
- Assists in maintaining webpage
- Assists patrons with reader's advisory
- Assists patrons in finding desired materials
- Assist with other tasks as needed.

EQUIPMENT USED/ENVIRONMENT

Equipment used in this position includes the standard office equipment, library equipment, computers/laptops, and handheld technology.

JOB KNOWLEDGE, SKILL REQUIREMENTS, AND DESIRED ATTRIBUTES

- Strong organizational skills and ability to multi-task
- Strong interpersonal, communication, and customer service skills
- Knowledge of technology & proficient in Microsoft Office/365 and Google Workspace

EDUCATION & EXPERIENCE

- Level II: Two (2) years of experience demonstrating practical knowledge of library functions, services, terminology, techniques, procedures, and standard tools or comparable experience, and two (2) years of college.
- Level III: Four (4) years of experience demonstrating practical knowledge of library functions, services, terminology, techniques, procedures, and standard tools or comparable experience, and four (4) years of college and some library experience.