

**LARAMIE COUNTY LIBRARY SYSTEM  
JOB DESCRIPTION**

<b>Job Title</b>	<b>FLSA Status</b>
BRANCH ASSISTANT	NON-EXEMPT
<b>Division</b>	<b>Pay Grade</b>
CIRCULATION & BRANCH SERVICES	21

**JOB SUMMARY**

Provides library services at one, or more, of the branches of Laramie County Library System (LCLS), including assisting library patrons and assisting with collection development and library programs, as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Maintains patron confidentiality in compliance with Wyoming state law.
2. Performs public relations for the library. As the first and sometimes only person that a patron may be in contact with, public relations is a very important aspect of this position.
3. Spends appropriate amount of time away from the desk roving using established procedures. Meets patrons at their point of need.
4. Prepares library for opening and closing following established procedures.
5. Follows library policy in an appropriate manner. Uses and operates the computer in all functions that relate to circulation. Knows and follows proper procedures when the system goes down.
6. Registers new cardholders and issues library cards.
7. Is accurate in data entry when updating library accounts.
8. Checks out library materials to patrons.
9. Handles financial transactions, including the collection of overdue fines and accurately records each transaction.
10. Assists patrons with their use of the library including, but not limited to, the online public access catalog, location of materials, reference questions, library equipment, and interlibrary loan services.
11. Answers the telephone and responds appropriately.
12. If materials are not available, processes holds or interlibrary loans as needed.
13. Inspects, checks-in and shelves library materials. Maintains library shelves. Separates materials belonging to other facilities, completes appropriate documentation and necessary computer functions, and either places them in an appropriate location or packages the items for mailing and mails.
14. Sends and receives faxes for patrons, including contacting recipients of faxes.
15. Assists with, and as directed, organizes and delivers library programs.
16. Processes overdue, interlibrary loan and hold notices; folds and prepares notices for mailing.
17. Troubleshoots library equipment, including copiers, computers, fax machines, etc.
18. Works closely with Information Technology Services staff to ensure the effective operation and utilization of equipment used in the branches.
19. Assists with audiovisual rotation of collections and accurately follows procedures.

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20. Proficiently handles all aspects of the library circulation and catalog computer system, including updating patron and item databases, as well as troubleshooting hardware and software.
21. Communicates with the Manager, Circulation & Branch Services and other system staff members as necessary to ensure exceptional customer service.
22. Deposits money at the bank and collects mail from the post office.
23. Performs other related and necessary duties, as assigned.

**MINIMUM REQUIREMENTS**

- High School diploma or GED; and
- 6 months of relevant experience; or
- The equivalent combination of education and experience.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Proficiency with a variety of software programs related to library operations including word processing, spreadsheets, internet, scheduling/calendaring/email, and integrated library systems.
- Ability to work with limited supervision with an aptitude for detailed work and proficiency in prioritizing tasks.
- Accurate numerical and alphabetical filing skills.
- Ability to enter data into a computerized database, spreadsheet, document or other system.
- Proficiency in applying good customer service skills.

**REPORTING RELATIONSHIPS**

Reports to: Manager, Circulation & Branch Services

Supervises: Volunteers, as assigned

**PHYSICAL EFFORT AND WORKING ENVIRONMENT**

The essential duties and responsibilities of this job require the employee to move or manipulate equipment, boxes, records, files, and stacks of material weighing up to 50 pounds from one location to another.

**LATEST REVISED DATE 05/01/18**