

Schreiner Memorial Library
Job Description
Library Assistant II- Technical Services

General Summary

Maintains social media presence, library website, and coordinates publicity. Oversees interlibrary loan activities and ILS maintenance activities. Assists with a variety of library operations as assigned.

Essential Job Functions

1. Oversees the library's technology resources and coordinates troubleshooting, maintenance and replacement of equipment.
2. Oversees all ILS maintenance activities.
3. Supervises the shelving, shelf reading and organization of the library's collections.
4. Participates in the selection of library materials for patrons of all ages.
5. Coordinates all interlibrary loan operations for Lancaster and Potosi.
6. Provides friendly and direct service to patrons of all ages, checking out materials, requesting directional information or seeking materials or information on specific topics.
7. Participates in the planning and implementation of programs for children and adults.
8. Prepares and distributes publicity about library programs and events.
9. Oversees and maintains website, public access (splash) page of catalog, and social media presence for Lancaster and Potosi.

Other Functions

Any duties assigned by the Library Director.

Reporting Relationships

Reports to the Library Director for general direction and review.

Knowledge, Skills and Abilities Required

1. Ability to establish and maintain effective working relationships with co-workers and the public.
2. Ability to communicate effectively.
3. Familiarity with books and other library materials.
4. Ability to plan and present library programs to children and adults.
5. General knowledge of computers and basic computer programs such as Microsoft Office. Ability to learn new computer skills when necessary.
6. Familiarity with social media in a professional setting.
7. Experience with graphic design is highly desirable.
8. Experience in a public library is highly desirable.

Physical Requirements

1. Physical effort required in carrying and shelving books and in performing other typical library functions.
2. Must be able to operate a keyboard at efficient speed.
3. Frequent standing, walking, bending, reaching, lifting, and climbing required.

Approval

This job description has been approved by the Library Board of Trustees on May 10, 2017.