SHELBYVILLE-BEDFORD
COUNTY PUBLIC LIBRARY

Library Assistant

(931) 684-7323
220 S Jefferson St
Shelbyville, TN 37160

Job Type: Part-time **Pay:** $12.25 **Schedule:** 20 hours a week. Weekend availability *required.*

Position Summary

The library assistant is responsible for providing courteous and efficient service to library patrons while assisting with the daily operations of the library. Duties include circulation services, assisting patrons with library resources and technology, maintaining library materials and public areas, and supporting library programs and activities.

Essential Duties and Responsibilities:

- Assist patrons at the circulation desk, including checking materials in and out, renewing items, and issuing library cards.
- Process library card applications, maintain records, verify and protect confidential patron information.
- Collect fees, issue receipts, and accurately document money received.
- Assist patrons with locating materials, using library resources, public computers, printers, and other equipment.
- Maintain and update the meeting room calendar and assist with room reservations.
- Collect, sanitize, sort, shelve, and organize library materials.
- Perform shelf-reading and maintain the organization and appearance of library collections.
- Assist with processing new materials, library programs, special events, and Bookmobile services.
- Maintain clean, organized, and welcoming public and staff areas.
- Answer telephone calls and respond to general patron inquiries.
- Work cooperatively with staff and volunteers to support daily library operations.
- Perform other reasonable duties as assigned.

Qualifications, Knowledge, Skills, and Abilities:

- Excellent customer service, communication, and interpersonal skills.
- Ability to work professionally with a diverse population and handle patron complaints or difficult situations appropriately.
- Basic computer proficiency, including internet, email, and Microsoft Office or equivalent programs.
- Ability to learn library operating systems, databases, online resources, and other required technology.
- Strong organizational skills, attention to detail, and sound judgment.
- Ability to prioritize responsibilities, manage time effectively, and complete assignments independently without constant supervision.
- Must demonstrate initiative, dependability, punctuality, and a willingness to learn and adapt.
- Ability to work effectively as part of a team and maintain positive working relationships with coworkers, supervisors, volunteers, and patrons.
- Ability to maintain confidentiality and accurately perform routine and repetitive tasks.
- Ability to work under occasional stress during busy periods.
- Must be available to work the schedule assigned by the Library Director.

Physical Requirements:

- Ability to push and maneuver a loaded book truck weighing approximately 120 pounds.
- Ability to reach up to seven feet using a step stool when necessary.
- Ability to stand, walk, bend, reach, and perform physical tasks throughout the workday, with or without reasonable accommodation.