

Revised 2023

JOB DESCRIPTION
JEFFERSON DAVIS PARISH LIBRARY

POSITION: Branch Assistant/Floater

RESPONSIBILITIES: Assist in circulation duties and other library services as needed. Coverage for other branch absences. Perform all other duties as assigned by the Director.

IMMEDIATE SUPERVISOR: Library Director

DUTIES:

- Provide coverage for branch shortages due to vacation/illness.
- Check books in and out, take requests for Inter-Library Loan.
- Assist patrons with information/other library needs (ex. faxes, copies, internet assistance, finding books and other resources, etc.).
- Assist the Youth Programmer with implementation of quality youth programs.
- Assist the Youth Programmer with coordinating programs and services with area schools and community organizations.
- Answer the phone and greet patrons.
- Read shelves, shelve materials, ensure shelves remain tidy.
- Handle patron issues that may arise.

QUALIFICATION:

- Must be 21 years or older and have a valid Louisiana Driver's License.
- Must have own transportation (employee will be reimbursed for mileage)
- High school graduate.
- ability to follow oral and written orders, computer skills.
- ability to work with others as a team member.
- ability to work pleasantly, tactfully, with a sense of humor.

HOURS: Part-time - 26 hours/wk.

SALARY: Minimum hourly rate \$12.40/hr.

BENEFITS: Vacation and Sick Leave included with additional details available during interview