



## Savannah State University Position Description – Library Assistant I

### ***POSITION DESCRIPTION***

Position Title: Library Assistant I FLSA Status: Nonexempt  
Reports to: Head of Circulation Dept/Library Director  
Department: Circulation  
Date Prepared: June 2003

### ***BASIC FUNCTION***

This position serves as the primary contact at the circulation desk for all patrons using the library services and provides coverage during the daytime and evening hours of operation, during the week as well as during the weekend. At night and during weekend hours of operation the incumbent ensures the security of the library by closing and locking at the end of the operating schedule. This position assists in the day-to-day operations so that services are provided efficiently and effectively.

### ***NATURE & SCOPE***

The Library Assistant I in the Circulation Department is the primary point of contact for individuals using the library resources. The incumbent must perform the assigned tasks accurately, efficiently, and quickly in order that service time is maintained during the library operating hours.

This position is expected to serve as a team leader/coach for others, most specifically work study students working in the Circulation area of the library. The Library Assistant I is expected to operate within well established policies and procedures as prescribed for the library operations.

An incumbent in this position is expected to demonstrate a cheerful, cooperative attitude and should be knowledgeable of library policies and procedures. This position spends significant amount of time working on the library computer system and must be flexible in effectively dealing with the various challenges during the day.

### ***PRINCIPAL ACCOUNTABILITIES***

- Serves as the primary contact at the circulation desk for all patrons answering questions and making reference referrals
- Charges and discharges library materials, and shelves reading library materials
- Retrieves and sends books requested from other USG libraries as needed, and assists in training and supervising student workers
- Coordinates, develops, and carries out special projects in the Circulation and other library departments

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

Requires two years of college or vocational/technical school.