



Parkersburg and Wood County Public Library

3100 Emerson Ave., Parkersburg, WV 26104-2414

Phone (304) 420-4587 Fax (304) 420-4589

[Http://parkersburg.lib.wv.us](http://parkersburg.lib.wv.us)

BRANCH LIBRARIAN (LIBRARY ASST. II)

Job Summary:

This position involves the daily operation of the Branch Library, planning of special activities, customer service to library users by checking materials in and out, handling customer accounts and fine/fee transactions, responding to customer inquiries, and communication and cooperation with the main library.

Minimum Qualifications:

High school diploma or equivalent required with a minimum of two (2) year's public library experience. A Bachelor's Degree with library courses is preferable.

Required Competencies:

- Ability to communicate effectively with staff and patrons.
- Ability to establish and maintain effective working relationship with co-workers.
- Ability to learn the general rules and regulations of the library system.
- Ability to learn library circulation procedures.
- Ability to understand and follow written and oral instructions.
- Ability to handle money and make change.
- Ability to pay attention to detail.
- Requires physical agility and strength to bend, reach, lift and carry (up to 25 lbs), and push/pull loaded book carts when shelving materials.
- Ability to operate the Branch without daily supervision.
- Knowledge of book selection principles for improving collection.
- Ability to plan and execute programs for special occasions.

Essential Duties:

1. Open and close library (lights, thermostat, copy machine, computers, and flag).
2. Interact with public in a consistent, friendly and courteous manner.
3. Answer circulation, directional and basic reference questions.
4. Check library materials in and out, renew items, place holds and call overdues at the circulation desk and work room.
5. Collect fines, fees and copier money to send periodically to main library. Keep financial records.
6. Register patrons in an accurate and timely fashion.
7. Shelf materials and read shelves according to labels.
8. Clean and repair library materials as needed.
9. Process overdue, hold, recall and loan transactions daily.
10. Handle telephone calls and route messages.
11. Perform routine library computer functions.
12. Assist patrons with library equipment and related software (Copier and Computers).
13. Work as needed in main library.
14. Position is also required to perform all other duties as assigned.