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## JOB DESCRIPTION

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### Natchitoches Parish Library

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## PART-TIME LIBRARY TECHNICAL ASSISTANT I

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### Reports to Branch Manager

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### General Summary

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Part-Time Library Technical Assistant (LTA) I's are employed 20 – 30 hours per week, primarily afternoon and weekends, on a year-round basis. Persons employed as Part-Time LTA I's must be available to work the schedule of hours required by the Natchitoches Parish Library's service needs.

#### JOB OBJECTIVE:

This position performs a variety of clerical and technical duties. Assignments typically involve checking out and receiving materials; receiving payments; providing general information to patrons and maintaining the library in an orderly fashion.

**LEVEL OF AUTHORITY:** Performs routine and repetitive duties independently with only general supervision and according to well-known practices and procedures. Performs relatively more complex assignments and specialized functions under close and frequent supervision. Responsibility for accuracy and courtesy is important due to potential adverse library patron relationships.

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### Essential Functions and Responsibilities

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- Sorts and shelves library materials; shelf reads daily to maintain shelf order.
- Checks out, discharges, and renews all library materials.
- Calculate and collect funds due from the public.
- Record receipt of returned materials and reintroduce materials into circulation system.
- Process new and replacement patron cards.
- Respond to public inquiries in a courteous manner; provide information within scope of knowledge and refer to employee of higher classification as appropriate.
- Enforce library rules.
- Monitor computer lab when assigned.
- Inform patrons on library circulation policies, fines, fees, etc.
- Demonstrate use of computer catalog and assist patrons in use.
- Locate items in catalog and on shelves for patrons.
- Assist in promoting the library collection and/or services through designing and constructing displays, signage, and bookmarks.
- Assist patrons in placing holds or interlibrary loan requests.
- Operate library equipment as appropriate.
- If scheduled, open or close the library, following established procedures.
- Monitor library security, safety and health conditions.
- Report behavior problems to supervisor or person in charge or take appropriate action.
- Maintain library in a neat and orderly fashion.
- Performs other duties as requested.

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### Additional Job Duties

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May perform portions of the work of higher or lower classified positions, as required.

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## Knowledge, Skills, and Abilities

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- Attention to detail and accuracy.
- Ability to count money and make change.
- Knowledge of computerized library systems.
- Basic office equipment including computer, keyboard, copier, fax machine, and calculator.
- Knowledge of the principles and practice of public libraries.
- Demonstrates problem-solving and decision-making techniques.
- Must have demonstrated interpersonal and communication skills.
- Ability to follow through on numerous details and work well under pressure.
- Ability to provide courteous public service and to present clear explanations of established policies and procedures. Willingness and ability to grant logical exceptions to library policies and procedures when warranted.
- Ability to interact effectively with the library's automated system.
- Capacity to be easily understood on voice telephone and public address systems.
- Demonstrated knowledge of proper telephone etiquette; ability to use public address and phone systems; ability to take messages and identify appropriate destinations.
- Ability to work in a team setting. Willingness to assist and support coworkers, contribute ideas, maintain flexibility, and be able to adapt to a rapidly changing environment.
- Knowledge of word processing, spreadsheet, and database software.
- Ability to communicate effectively, patiently, and courteously with other employees, patrons, and other community members.
- Ability to follow through on numerous details and work well under pressure.
- Ability to handle multiple activities or interruptions at once and to work positively and effectively within a team model.
- Ability to work a schedule that includes weekday, evening, and weekend hours.

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## Physical and Mental Requirements

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- Strength, for example, to push loaded book cart weighing approximately 100 pounds on level floor and up ramp, to lift or maneuver onto cart loads up to 50 pounds and to carry cartons of books up and down stairs.
- Requires sitting, standing, stooping, bending, and lifting/moving books and carts for prolonged periods in cramped spaces.
- Ability to sit and use computer workstation, including keyboard and visual display terminal, for extended periods of time.
- Ability to reach above the head and below the knees to retrieve shelved items, push/pull book trucks of up to 50 pounds and lift up to 10 pounds.
- Ability to stand for long periods of time.
- Sufficient speech, hearing, or other common capabilities, with or without reasonable accommodations, to allow for answering patron's questions, taking directions from supervisors, and operating the telephone.
- Sufficient vision, with or without reasonable accommodations, to review a wide variety of materials in both electronic and hardcopy format.
- Sufficient manual dexterity, with or without reasonable accommodations, to function in a general office environment.
- Ability to perform mathematics necessary for budgeting and calculating statistics.
- Requires ability to operate basic business machinery (computer, printer, copier, telephone, FAX machine, paper cutter, laminating machine, and die cut machine).

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## Work Environment

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Work is performed primarily in an indoor office setting at the library, in frequently dusty atmosphere with potential exposure to airborne pathogens; occasional work outdoors in the elements.  
Move intermittently during working hours.

Is subject to frequent interruptions.  
Must be able to work independently as well as with a team.  
Must be flexible, creative, patient, and have a sense of humor.  
Must be able to work evenings and weekends on a consistent basis.  
Must be able to work at any location in the Natchitoches Parish Library System.

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## Education, Experience, and Training

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### MINIMUM QUALIFICATIONS REQUIRED:

Education: High School diploma or equivalent.

Experience: Demonstrated customer service experience.

Previous experience working in a library is desirable.

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## Position Hours

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Part-time, hourly, non-exempt position; 20-30 hours per week. Schedule is dependent on the library's needs. Rotating Saturdays. Will be scheduled to work days, evenings, and weekend hours on a regular basis.

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## Additional Qualifications

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As an absolute condition of employment, all applicants shall agree to a clerical examination and panel interview. If selected for employment, all information listed on the application and/or resume is subject to verification. A commercial driver's license where applicable, shall be obtained. References shall be confirmed as part of the interview process.

To ensure that individuals who join the Library are well qualified and to ensure that the Library maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's résumé or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the Library Board of Control. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti-discrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the Library to deny employment, a copy of the report shall be provided to the applicant, and the applicant shall have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a physical examination, agility test, drug test, driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

Employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products of any kind while on the job. Individuals must be physically capable of operating library vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for library business will be prohibited if the employee does not have personal insurance coverage.

**DISCLAIMERS:** The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.