

Description Number	032.135
Position Title	Adult Services Paraprofessional
Salary Grade	13
FLSA Classification	Nonexempt
Reports to	Branch Manager
Revision Date	05/09/2017

Position Summary

The Adult Services Paraprofessional performs public service duties in the adult reference or general information area. Responsibilities include assisting customers, primarily adults, in locating library materials and basic information. Providing customers with assistance using library technology and mobile devices is a key component of the position, as is developing and deploying public programs and classes. Performs routine work independently, seeks guidance for complex questions or issues.

Essential Functions

1. Provide basic reference and reader advisory assistance to customers.
2. Plan and present a variety of classes in the branch and at outreach locations.
3. Assist customers in using library materials and equipment, such as library catalog and databases, fax/scan machines, and public computers.
4. Promote the library at various community events.

Duties

1. Assist customers with reference and general information inquiries and with searching the library's catalog and electronic resources.
2. Assist customers with downloading library resources using mobile devices.
3. Develop and deliver public classes in alignment with District goals.
4. Assist customers with finding and reserving materials, including interlibrary loan.
5. Merchandise and promote the collection via displays and other means.
6. Under supervision, weed the collection.
7. Complete special projects and assignments as directed.
8. Serve on committees in the District related to the position.
9. Perform other branch duties as assigned.

Skills

1. Knowledge of general library operations.
2. Strong written and verbal communication skills.
3. Skill using Microsoft Office software and Google apps.
4. Professional telephone manners.
5. Skill using library equipment and technology such as e-readers and mobile devices, phones, copiers, fax/scan machines, bill changers and video projectors.
6. Ability to create and deploy engaging public programs.
7. Ability to successfully search library catalog and electronic resources.
8. Ability to perform duties with high level of accuracy and attention to detail.
9. Ability to multi-task and stay well organized in a rapidly changing environment.
10. Ability to interact pleasantly and positively with customers and staff, and work effectively as part of a team.
11. Ability to exercise initiative to achieve established goals and directives.

Essential Physical Abilities

Accomplished with or without reasonable accommodation.

1. Ability to lift materials or push or pull carts weighing up to 30 pounds.
2. Ability to stand for long periods of time.
3. Ability to arrange chairs and tables for programs.
4. Ability to reach high or low to retrieve or return materials to shelves and move through aisles.
5. Sufficient clarity of speech and hearing to communicate well with staff and customers.
6. Sufficient vision to review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.
7. Sufficient personal mobility to attend meetings at various locations within the District.

Education and experience

1. Bachelor's degree required.
2. One year related experience in public or customer service required.

The job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the Library.