

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Library Reference Assistant	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Library	<b>REPORTS TO:</b>	Director of Library Services
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**Position summary:** Under indirect supervision, the Library Assistant performs many support activities involved in operating a library by assisting the professional librarians following established rules and procedures and policies. Library Assistants generally work in both technical and user services. User services work is directly with the public to help them find the information needed. An employee in this class shall perform routine general library work and will acquire proficiency in several specialized areas of library work. Library Assistants may also work on special projects as assigned by the Director of Library Services.

**Position responsibilities:**

- Provides reference services for patrons.
- Assists in locating reference and other informational sources and instructs in their use.
- Oversees computer use and trains others in the use of the computers, scanners, and printer/copiers.
- Assists patrons in the use of library-specific resources such as databases, answering questions in person, by phone, email, etc.
- Orients patrons to the library by informing them of services available and by explaining the use of the Public Access catalog.
- Assists with the recording of departmental statistics.
- Operates and maintains audiovisual equipment when necessary.
- Assists in circulation, interlibrary loan, and records maintenance duties as assigned.
- Performs miscellaneous job-related duties as assigned.

**Minimum Position Requirements:**

- Associate's degree with at least 2 years clerical experience, preferably in a library required; Bachelor's degree a plus.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Ability to deal with employees, students, and the public in a courteous manner.
- Ability to make decisions of other than a routine nature in order to meet controlling conditions.
- Knowledge of computerized circulation system.
- Ability to assist all patrons in using personal computers and products on local area network.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- Will be responsible for moving and setting up equipment when required.
- Physical effort required with the employee occasionally lifting and/or moving up to 50 pounds.
- No or very limited exposure to physical risk.
- Some travel required.