

CONYERS-ROCKDALE LIBRARY SYSTEM

**ADULT SERVICES ASSISTANT  
JOB DESCRIPTION**

**JOB TITLE:** Adult Services Assistant

**CLASSIFICATION:** Library Assistant

**SUPERVISED BY:** Adult Services Specialist/Department Head

**GENERAL STATEMENT:**

Full-time, regular position requires forty (40) hours per week; position includes access to health and flexible benefits. The individual in this position is responsible for providing service to library patrons and support to the Adult Services Specialist.

**EDUCATION, EXPERIENCE, AND SKILL REQUIREMENTS:**

- Bachelor's Degree
- Commitment to quality public service
- Basic understanding of library processes
- Proficiency with basic computer processes and productivity software
- Effective written and oral communication skills

**PREFERRED EXPERIENCE AND SKILLS:**

- Experience working in a library setting; Familiarity with PINES and WorldShare
- Experience providing reference and/or help desk services
- Experience working with legal and genealogy resources
- Experience with library programming and events

**SCHEDULE:**

The normal workday is eight (8) hours. Typically, the Adult Services Assistant works one evening per week and one Saturday per month; position may require working additional evenings and/or weekends.

**PHYSICAL REQUIREMENTS:**

Physically able to push or pull a fully loaded cart of books, lift forty (40) pounds, shelve, bend, stretch, and move around the library at a moderate to quick pace.

**PRIMARY RESPONSIBILITIES:**

- Provide reference and reader advisory services to patrons
- Assist customers in the use of electronic, print, and non-print resources
- Assist customers in obtaining information sources through Interlibrary Loan
- Collaborate on and assist with Adult Services programs and events
- Maintain Adult Services collections (including shelving, shelf reading, weeding, and shifting)
- All other duties as required to ensure excellent public services