



HUMAN RESOURCES

POSITION DESCRIPTION

We believe that each employee makes a significant contribution that should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide to our patrons.

Job Title: Office Assistant
Location: Charleston – Main Branch
Reports To: Facilities and Security Services Manager
Last Revision Date: 9/2017

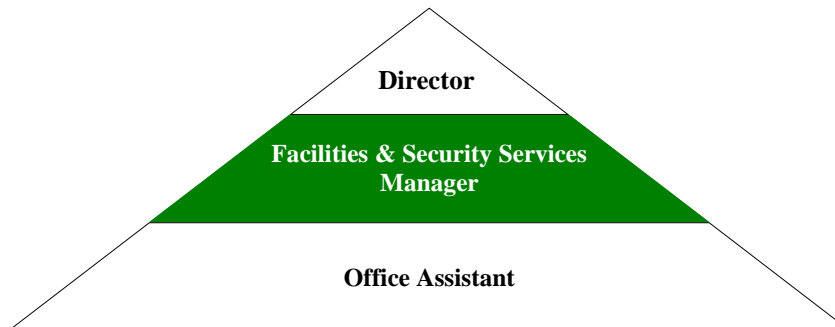
PURPOSE

The Office Assistant role is focused on ensuring the highest possible level of service while working to support the Facilities and Security Services Department by performing primary duties related to the preparation for all related Book Sale activities and supplemental duties, assists other departments as assigned.

NATURE & SCOPE

This position’s primary responsibilities are uniform in nature and include a variety of tasks performed within clearly defined departmental procedures, with responsibility for specialized tasks within departmental activities. This position may exchange and/or present prepared information with both internal and external contacts and works under general supervision and may serve in a lead role on occasion.

ORGANIZATION PLACEMENT DIAGRAM



QUALIFICATION GUIDELINES

Education	Experience
Essential	
High school diploma or GED	Experience working in a related position
Preferred	
Some college	Knowledge of books, book types (e.g. adult and juvenile hardback, mass market and trade paperback), genres, shelving books, ordering, or book processing
Ability to:	
Effectively interpret and follow instructions	
Maintain operating knowledge of computer equipment and software	
Effectively communicate orally and in writing	
Work cooperatively with staff, volunteers, and contacts	

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

This job description will be reviewed periodically as duties and responsibilities change if necessary. Essential job functions are subject to modification



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PRIMARY ACCOUNTABILITIES

Following guidelines established by the Facilities and Security Manager and Office Associate, sorts books for the annual KCPL Book Sale, the Street Fair, and the ongoing book sale on the first floor. Prices items as needed; stocks the first floor ongoing sale. Research and price collectible books and media.

Assists with planning and works at the annual KCPL Book Sale, the annual Street Fair Book Sale and other book sales.

Recruits, trains and coordinates volunteers to assist with sorting and book sales.

Maintain all files related to the book sale sorting and volunteers.

Perform all other duties related to book sales as requested.

Maintain the book sale area in a neat, orderly and safe manner.

Provide monthly book sale/sorting statistics for the Office Associate as requested.

Coordinate transport of book sale items to the off-site storage facility with the Security Lead, Facilities or other personnel or groups.

Process outgoing mail as scheduled.

Complete system print jobs as assigned.

Set-up of meeting rooms.

May serve as a back-up to other Library Assistant I's.

May assist in weeding process.

Other duties, as assigned.

ESSENTIAL ABILITIES

- ◇ Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the supervisor, community, vendors, employees, and general public.
- ◇ Sufficient vision, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of materials, written correspondence, reports, requests for proposals, specifications and related materials in both electronic and hard copy form.
- ◇ Ability to regularly lift, move or shift boxes of books and other heavy items.
- ◇ Ability to learn and carry out the primary accountabilities of the assigned position.
- ◇ Ability to maintain body equilibrium to prevent falling when walking, standing, or crouching.
- ◇ Ability to effectively communicate in writing and orally on job progress, personnel management, and other overall assignments and responsibilities.
- ◇ Ability to interpret or work from sketches, building plans, specifications and oral or written instructions.
- ◇ Ability to comprehend and sustain fundamental principles of library services, to include open access to library materials and privacy rights of patrons.

All positions at the Kanawha County Public Library require a Criminal Background Check.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform primary accountabilities of this job. This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

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