



## Library Assistant Position

The Jefferson City Public Library is looking for a special person with the rare combination of creativity, superb customer service skills, and excellent technology skills to immediately fill the position of Library Assistant.

As a member of the library team, you will be called upon to provide excellent customer service, assist and refer patrons according to their needs, perform circulation desk functions, assist users with library equipment, register new library users, perform reference duties, process requests for interlibrary loans, collect fees and properly use the library cash register, perform shelving duties, answer phones professionally and politely, train and monitor volunteers, catalog and process materials for the library's collection, develop and execute library programs, serve in absence of the director, and perform other duties as required by circumstances or the library director.

Qualifications for this position include, but are not limited to:

- Strong people skills
- A knack for problem-solving
- Effective time management abilities
- Eagerness and aptitude for acquiring new skills
- Quick and accurate decision making
- Previous library experience is preferred

This is a full-time position consisting of forty (40) hours per week, which may include weekends and is based on library needs. Applications will be accepted through Friday, February 21, 2025. To be considered, application packets must be received by the deadline and must include the signed position description, the completed employment application, and a current resume. The position description and application are included in this packet. Applications without the requested items will not be considered. Applications may be submitted via e-mail (preferred), regular postal mail, or in person at the library. Please address applications to:

Library Director  
Jefferson City Public Library  
108 City Center Drive  
Jefferson City, TN 37760  
[director@jcpls.org](mailto:director@jcpls.org)

# The Jefferson County Library System

## LIBRARY ASSISTANT POSITION DESCRIPTION

### *SUPERVISION AND DIRECTION*

The Library Assistant will receive supervision and direction from the Library Director and shall comply with all established policies and operational procedures associated with proper conduct of a public library.

### *POSITION REQUIREMENTS*

**Education:** A high school education is required with typing ability. Knowledge of automated office equipment with a willingness to be trained is desirable.

**Experience:** Previous library experience is helpful but not required.

**Physical:** The work environment consists primarily of indoor activities. Normal/corrected eyesight and hearing within normal range is required. Must be able to lift and carry books and/or cartons of books weighing up to 40 pounds on an occasional basis and must be able to lift and carry books up to 10 pounds on a regular basis. Stooping, bending and walking is required to restock shelves and to assist customers with finding their requested materials. Climbing is required on a regular basis through the use of movable step stools to reach books placed on higher shelves.

Appropriate dress, as for a business office, is required at all times while working in or representing the library.

### *Duties and Responsibilities*

- Assists and refers customers according to their needs.
- Performs or oversees circulation desk functions.
- Assists customers with use of library equipment.
- Informs customers of status of overdue materials and availability of requested books.
- Performs registration of new and reregistered customers.
- Performs reference assistance, referring questions or searches to the Library Director if necessary.
- Accepts and processes interlibrary loans for customers.
- Accepts payments for overdue materials, memorial gifts, lost books, use of library equipment, and sale books; maintains fine logs and prepares overdue notices.
- Assists with shelving and reshelving books and other circulating materials.
- Answers phones routinely.
- Responsible for processing, maintenance and storage of periodicals.
- Assists in the preparation of statistical reports, as needed.
- Assists in training and monitoring volunteers or student workers.
- Performs data entry and processing of new materials.
- Serves in the absence of the director.
- Performs other related duties as required by circumstances or the library director.

This Position Description is not intended to be all-inclusive. The Library Board reserves the right to revise or change position duties as the need arises and reserves the right to change position descriptions, position duties, or working schedules where appropriate and reasonable to accommodate individuals with disabilities. This Position Description does not constitute a written or implied contract of employment.

I have reviewed the Position Description for Library Assistant and certify I am capable of meeting the requirements and fulfilling the duties contained within this Position Description.

\_\_\_\_\_  
Employee/Applicant Signature

\_\_\_\_\_  
Date

Full Time County Employees are eligible for the following benefits:

**Health Insurance** – Jefferson County pays the employee premium, family/dependent coverage is available at a cost to the employee as a payroll deduction. Various plans are offered the employee depending on their needs. Coverage is through the State of Tennessee Insurance Administration.

**Life Insurance** – county employees are provided a \$20,000 term life policy paid by the county. Additional coverage for employee and spouse/dependent is available at a cost to employee as a payroll deduction.

**Dental/Vision Plan** – employees are offered a dental/vision reimbursement plan, this is not insurance but a reimbursement plan. Jefferson County pays the first \$150 of the annual premium and the balance is spread over a 12 month period as a payroll deduction. Choices are Dental Only, Dental/Vision, and Ortho, there is an annual payout maximum.

**Retirement** – Full time employees are enrolled in the Tennessee Consolidated Retirement System after a 90 day probationary period. Members are vested after 5 years' service; this is paid by the county and is a non-contributory plan with no cost to the employee.

County employees are offered other voluntary products such as short term disability, life insurance, cancer plans, etc; from a number of different insurance providers, all these products are paid by the employee as a payroll deduction, the county does not contribute to these products, it is a service only benefit.

Questions regarding employee benefits should be directed to the Benefits Coordinator/Payroll Department of the Finance Office.

**APPLICATION FOR EMPLOYMENT  
AT  
JEFFERSON COUNTY LIBRARIES**

TO APPLICANT: *Federal and State Laws require that all applications be considered without regard to race, religion, color, sex, age or national origin.*

PERSONAL (Please Print) Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
No. Street City State Zip

Telephone Number \_\_\_\_\_ How long have you lived at present address? \_\_\_\_\_

Previous Address \_\_\_\_\_ How long? \_\_\_\_\_  
No. Street City State

Have you ever worked for us before? \_\_\_\_\_ If YES, when? \_\_\_\_\_

List any relatives or friends working for us \_\_\_\_\_

EDUCATION	Name and Location of School	Course of study	No. of Years Completed	Did You Graduate?	Degree
ELEMENTARY					
HIGH SCHOOL					
COLLEGE					
OTHER (Specify)					

PRIOR EMPLOYMENT <small>List name of supervisor for each position. Check employers that we can contact</small>	(Name and Address)	Period		Job	Salary		Reason for Leaving
		From	To		Start	Final	
<input type="checkbox"/>							
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PERSONAL REFERENCES	Name and Address (Not former employers or relatives)	Telephone

SUPPLEMENTAL QUESTIONS

1. Do you have a legal right to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes explain. \_\_\_\_\_
3. Have you ever been disciplined or fired? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes explain. \_\_\_\_\_
4. List any reason known to you why you might be unable to perform consistently and promptly the duties of the job.

5. What did you like best about your most recent job?

6. What did you like least about your most recent job?

7. Describe your library experience in working with adults, young adults and children.

8. Check each space and sign below:

\_\_\_\_\_ I hereby authorize the library to contact prior employers to obtain any and all information related to my work performance.

\_\_\_\_\_ The information provided by me in this application is true and complete to the best of my knowledge. I understand that if I am employed, any false statements will be considered as cause for possible dismissal.

\_\_\_\_\_ I have read the job description for the advertised position and know of no reason I cannot perform the tasks as outlined.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_