



## Campbell County Job Description

<b>Classification Title</b>	Library Generalist
<b>Job Code</b>	102
<b>FLSA Status</b>	Non-Exempt

### GENERAL SUMMARY

Works with library patrons when the library specialists are not available, acting as a substitute in their absence. Completes tasks as assigned by the library manager, coordinator, or specialist. Provides customer service and completes library functions.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Greets and assists library patrons. Assists patrons with computers, copiers, and fax machines. Responds to questions and refers calls to appropriate personnel.
- Assists in library programming.
- Utilizes the electronic library catalog to find library materials within the collection and direct patrons to the location of desired materials.
- Assists patrons with checking out and discharging library materials.
- Cleans and inspects CDs/DVDs for damage.
- Sorts materials by genre to prepare for re-shelving. Pulls shelf list/shelf holds from the collection. Processes and manages holds.
- Prepares projects for story time, assists with story time activities and after-school and summer reading programs, and monitors the children's department in the absence of regular staff.
- Performs related work as required.



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### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- At least two years of relevant college-level course work or an associate's degree from an accredited college or university in a related field
- One (1) to three (3) years of experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### Required Licenses or Certifications

- Class C driver's license

### COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Library systems
- Library layout
- Telephone etiquette

#### Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written



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- Customer service

### Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Alphabetize and file
- Prepare projects for children

### WORK ENVIRONMENT/CONDITIONS

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		



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Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises ( <i>85+ decibels</i> )	X		
Other	X		

### PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The position involves light physical demands, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

<b>Date created:</b>	10/15/2019
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