



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base
Wallace Drive

Created on: 10/1/2022
Revised on: 2/16/2026

Job Title	Salary Schedule	Grade	Job No.
Part-Time Library Assistant	Local		
Reports To	FLSA Status	Grant Funded	Tenure Track
Director of Distance Education, Faculty Development, & Learning Resources	Non Exempt	No	No

JOB SUMMARY: In general, library assistants help support the librarians at Gadsden State with the processing of library resources, implementation of library programs, and providing excellent customer service to library patrons, and other activities that will contribute to the educational growth of the college community and support the advancement of the visions, missions, and values of the college.

Direct Supervisory Responsibility: YES NO

QUALIFICATIONS:

- ◆ Equivalent of two (2) years of post-secondary education *required*.
- ◆ One (1) year of experience in a computerized office or library environment *preferred*

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Pleasing personality, enthusiastic, positive attitude, evidence of trustworthiness and ethical conduct; effective human relations skills

ESSENTIAL DUTIES and RESPONSIBILITIES:

- ◆ Provides excellent customer service to library patrons.
- ◆ Assists in circulation desk, performing all duties related to circulation of materials.
- ◆ Handles checking in and checking out of materials.
- ◆ Shelves materials and maintains systematized shelves of materials.
- ◆ Processes and files periodicals, newspapers, etc.
- ◆ Assists in the preparation of periodicals for binding.
- ◆ Collects fines and payment for lost materials.
- ◆ Maintains files of lost or non-returned materials.
- ◆ Sends overdue notices and other correspondence relative to circulation.
- ◆ Operates computers and other library equipment as required.
- ◆ Provides assistance to library users.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs other duties as assigned.

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work performed in an office or front-desk environment with frequent sitting, standing, walking, and reaching as needed to assist visitors and complete clerical tasks
- ◆ **Manual Dexterity:** Regular use of standard office equipment, including computers, telephones, copiers, printers, and scanners. Requires sufficient hand-eye coordination for data entry and handling small office materials
- ◆ **Lifting:** Ability to lift, carry, or move materials and supplies weighing up to 25 pounds occasionally.
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for frequent interaction with students, employees, and the public

Work Environment:

- ◆ **Setting:** The position is based in a typical office and student service area environment within a college setting
- ◆ **Travel:** Minimal travel may be required between campus locations for meetings, training, or administering tests
- ◆ **Schedule:** Standard work hours are expected; however, occasional extended hours may be necessary during peak registration or special events
- ◆ **Interaction:** Frequent interaction with students, faculty, staff, and visitors requiring professionalism, patience, and a customer-service focus

Reviewed by: Director of Human Resources

Employee Name:

Employee Signature

Date