



2. May use computer equipment to prepare booklists, reports, etc.
3. Other duties as assigned by the supervisor, or necessary and proper to accomplish the foregoing.

Knowledge, Skills, and Abilities:

1. Knowledge of adult fiction and Reader Services Reference tools.
2. Ability to scan and select materials from the book shelves in response to patrons' inquiries.
3. Ability to read printed materials from book shelves in response to patrons' inquiries.
4. Ability to effectively use reference interview techniques to insure accuracy in response to patrons' inquiries.
5. Ability to learn and follow detailed instructions and procedures.
6. Ability to speak before a group.
7. Ability to learn to operate and to perform minor repairs on computers.
8. Ability to type and enter data into computer accurately.
9. Ability to read and understand computer printouts and other printed and handwritten information and instructions; ability to read information on computer monitors.
10. Ability to work effectively and pleasantly with people of all ages.
11. Ability to work independently, determining and adjusting work priorities as needed and completing tasks in an orderly and timely manner.
12. Ability to communicate effectively orally and in writing.
13. Ability to handle emergency situations in a calm, capable manner.
14. Ability to work effectively with other staff in the Department and throughout the Library.
15. Ability to work efficiently and calmly during busy periods and with frequent interruptions.
16. Ability to work in a supportive manner with management.

The Library reserves the right to modify this and every job description in whole or in part at any time.