



# Eastern Band of Cherokee Indians

## LIBRARY ASSISTANT

### *Position Description*

<b>Program:</b>	Public Library - Qualla Boundary	<b>Reports to:</b>	Manager - Qualla Library
<b>Division:</b>	Education	<b>Position Number:</b>	901442001
<b>Classification:</b>	Non - Exempt	<b>Revision Date:</b>	10/01/22
<b>Pay Level:</b>	8	<b>Safety Sensitive:</b>	No

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EB CI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

### POSITION PURPOSE

Performs diversified clerical, bookkeeping, and related duties in support of the Qualia Boundary Public Libraries daily operations, programs and special events/meetings, maintains specified records, files and logs to ensure accurate reporting of program activities, fees collected/owed, maintains a positive public relations image for the Department.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Answers phones, routes calls as needed to include taking messages, answering questions and providing information and assistance as required.
- Records and checks in all periodicals, shelves daily, and discards as needed.
- Assists in the development of program budget.
- Processes requests for library cards, both new and replacement.
- Plans and maintains scheduling of events, activities, meetings, etc.
- Participates in library events and completes job assignments in support of goals and objectives.
- Monitors budget expenditures and ensures others are informed of current status of assigned responsibility.
- Assists with promoting cultural awareness activities by keeping community members informed and by notifying special interest groups.
- Keeps Manager informed of any unusual situations and current activities.
- Maintains professional and technical knowledge by attending educational workshops, seminars, meetings, etc. representing program interests.
- Assists with the preparation of annual reports of activities. Requires the ability to compile data and prepare specified reports, recaps, and summaries.
- Maintains employee personnel files, processes, applications, complete personnel action forms, maintains records of attendance, vacation leave, etc.
- Reviews timesheets, maintains documentation and forwards or delivers to appropriate office.
- Processes invoices according to the Tribal Fiscal Management Policy, verifies that purchase orders are correct and allocates them to the correct specified accounts, secures signatures and forwards or delivers to the Eastern Band of Cherokee Indians Finance Office.
- Sorts and distributes departmental mail, delivers, and pick up mail at post office, council house, Tribal offices, etc.
- Monitors levels of departmental supplies and reorders as needed.
- Orders special equipment, etc. for special programs as requested.
- Responds to public comments regarding the library.

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- Assists the public in all aspects of library services which include check in/out, locating resources, genealogy research, etc.
- Maintains list of reserved materials and notifies patrons when materials are available.
- Maintains a neat and orderly work area, keeping library materials straight and organized, dusting removing trash, etc.
- Performs all duties according to established safety guidelines and Tribal policy.

### Scope of Supervision:

This position is supervised by program leadership. This position is not responsible for supervising others.

### MINIMUM MANDATORY QUALIFICATIONS

**Experience:** Two (2) years of related experience required. Experience to include computer knowledge include scheduling, event planning, or promotions.

**Education:** Associate's Degree in related field required. Equivalent combination of education and experience may be in lieu of degree, with required related experience of an additional: 3 years with a High School Diploma/GED equivalent.

**Licenses & Certifications:** Valid, insurable NC Driver's License required.

### KNOWLEDGE, SKILLS, & ABILITIES

#### Key Job Knowledge:

- Must have an understanding of the guidelines, policies, procedures, goals and objectives of the program and its services.
- Must have organizational skills and the ability to communicate effectively, both in writing and verbally.
- Requires clerical, computer, and accounting skills.
- Must have knowledge and understanding of the financial software.
- Must be familiar with the principles, practices and techniques of modern library systems and operations.
- Requires the ability to stimulate interest in reading and other library activities.
- Must have the ability to make group presentations such as storytelling, crafts related activities, etc.
- Must be familiar with the various phases of early childhood development.
- Must be familiar with EBCI culture, heritage, genealogy, and interests.
- Requires skill in the use of library equipment.
- Position will require six (6) months to become proficient in most phases of the job.

#### Safety/Accuracy Focus:

Review of work and subsequent procedures would detect most errors. Time and expense could delay some phases of the program activities. Most work is approved prior to submitting to others.

#### Key Relationships:

Interacts frequently with coworkers and other Tribal personnel. Has outside contacts with patrons, program participants, schools, community members, and agency representatives. Nature of contacts requires the use of tact, courtesy, and professionalism. Must promote a positive image of the program, as individual will often serve as initial contact for program.

#### Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. Follows well-defined procedures and guidelines in job duties with minimal supervision. Judgment and initiative are required to maintain accuracy, efficiency, prioritize work and meet deadlines.

#### Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or

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misusing such information. Damage to the program's reputation and participant relationships could result if information is disclosed improperly. Must be familiar with and adhere to all applicable confidentiality laws and Tribal confidentiality policies and procedures due to budget access. Average degree of discretion is required.

### Complexity of Duties:

This position includes completing tasks of varying complexity levels.

### PREFERRED QUALIFICATIONS

No other preferred qualifications.

### WORK ENVIRONMENT

**Work Environment:** Works in normal business surroundings with occasional visits to the community and to other offices. Has average exposure to one or more disagreeable working conditions.

**Mental/Visual/  
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Close concentration and attention to detail are required during planning/organizing, data entry, and reporting procedures. Subject to frequent interruptions requiring varied responses. While performing duties of the job must be able to sit, walk, reach, bend arms, and have manual dexterity. Must be able to see and hear normally (with correction as needed).

### OTHER

**Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

**Background Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

**Drug Screening:** All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

# LIBRARY ASSISTANT

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### ACKNOWLEDGMENT

I have reviewed the content of the **Library Assistant** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

\_\_\_\_\_  
*Employee (printed name)*

\_\_\_\_\_  
*Employee (signature)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor (printed name)*

\_\_\_\_\_  
*Supervisor (signature)*

\_\_\_\_\_  
*Date*