

CHESTER COUNTY LIBRARY  
1012 EAST MAIN  
HENDERSON, TENNESSEE 38340  
731-989-4673 ; [library@chestercountylibrary.net](mailto:library@chestercountylibrary.net)

**Job Title:** Front Desk Manager  
Part Time County Employee

**Location**  
Chester County Library, Henderson TN

### ***Position Overview***

Under the supervision of the Library Director, performs responsible and varied paraprofessional, technical, and clerical work for the Chester County Library. Also assists patrons in the use of library services, equipment, and facilities. Responsible for identifying and interpreting user needs; providing reference, readers' advisory, computer, database and referral services to Library patrons directly, and by telephone; and assisting patrons in material selection. Maintain an overdue notices list and work with patrons to retrieve items in a timely manner as well as mark items lost and notify patrons of replacement costs. Process incoming and outgoing Interlibrary Loan materials and keep in contact with the libraries. Be knowledgeable and able to catalog at the catalogers direction.

### ***Job Duties***

- Shelf items within the library
- Process incoming and outgoing Interlibrary Loan requests; Work with other libraries on Interlibrary Loans
- Assist patrons with computer and technology questions; Assist patrons with locating items within the library; Assist and direct patrons to outside sources as necessary; Assist with copies, faxing, and scanning
- Answer phone calls; assist patrons over the phone; make outgoing calls
- Work on weekly overdue notices; mark replacement costs for lost items and notify patrons of cost for replacement
- Research new books and materials by reading book reviews, publishers' announcements, and catalogs.
- Understands and is able to perform all jobs related to basic library functions
- Assists in selecting materials for acquisition and withdrawal, as assigned
- Provides patrons with general information on library services; assists and instructs patrons in using library services, equipment, and facilities
- Create invoices and send to patrons or libraries based on cost for replacement of lost materials

### ***Requirements/ Skills***

- Experience working in a library environment
- High school diploma or equivalent
- Ability to keep records accurately
- Ability to interact courteously and effectively with the public, with the library's business contacts, and with other staff
- Ability to understand and interpret library policies, procedures, and rules

### ***Physical Requirements***

- Ability to move and/or lift materials up to 25 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Ability to operate a keyboard at efficient speed and typical office equipment, including computer hardware
- Regularly required to talk and/or hear; use hands to operate objects, tools, or controls; and reach with hands and arms
- Occasionally required to attend off-site meetings