

PART-TIME LIBRARY ASSISTANT

The Library Assistant works under the direct supervision of the Library Director and the general supervision of the Board of Library Trustees.

This is a part-time position and employee will work a varied schedule of 20-24 hours per week, including evening and Saturday hours.

Requirements:

Applicants must have: At least a high school diploma or equivalent and at least one year of customer service. A combination of education and experience will be considered.

1. Must be able to interact in a positive and effective manner with library staff and patrons.
2. Must be able to multi-task, prioritize tasks and projects and work in a fast-paced environment.
3. Must have strong organizational skills and attention to detail.
4. Must maintain a professional appearance.
5. Must possess strong and excellent customer service attitude with the public.
6. Must have excellent communication skills, both written and verbal.
7. Must be able to work a flexible schedule and be able to fill in for others as needed, and be willing to assist in all areas of the Library when needed.
8. Ability to operate a variety of office equipment and to understand and use library software, hardware and online services. Must have proficient computer skills in the operations of Microsoft Word, Excel, email, internet, data entry and report generation, as well as be familiar with Google applications.

Job Duties & Responsibilities:

1. Performs all circulation desk tasks including check in, check out and renewing library materials; issue new cards; answer the telephone; aid patrons on how to use the online catalog; assist and instruct patrons on how to use the library's computers, printers and other machines; provide reader's advisory information and reference information to patrons when requested.
2. Process and shelve materials and back up circulation desk as needed.

3. Replaces books in their proper position on shelves; reads shelves and shifts collection to create space. Assists in the taking of the inventory of library materials when required.
4. Maintains confidentiality of library patron records and borrowing history, following regulations set by state law and local policy.
5. Assists in creating displays and exhibits to highlight library collection.
6. Participates in staff meetings and in continuing education activities to foster professional and personal development.
7. Performs related duties as assigned.

Physical Requirements:

While performing the duties of this job, the employee is frequently required to:

- Sit or stand for extended periods of time, to bend, stoop and walk, and to talk and hear.
- Use hands to finger, handle, or feel objects, tools, or controls; and to reach with hands and arms.
- Lift and carry books and other library materials up to 25 pounds, push loaded book carts with up to 100 pounds, and operate a variety of office equipment such as computers, copiers, fax machine, audiovisual equipment and other related equipment.
- Vision requirements include close vision, distance vision, depth perception and the ability to adjust focus.