

Library Assistant

The Ruth Hughes Memorial District Library is looking for friendly, public service oriented people to perform the duties of a Library Assistant. Regular duties include (but are not limited to) the following:

General Summary:

Under the supervision and direction of the Service Area Coordinators, performs circulation related duties at both library branches. Serves as the manager at the Attica branch during assigned shifts. Provides direct service to patrons including locating and checking out materials. Training period of 90 days.

Essential Functions:

1. Checks materials in and out to patrons, registers patrons for library cards, collects fees, and verifies information.
2. Assists library patrons by locating and reserving books and materials owned by the library and VLC libraries.
2. Educates the public in use of the Dewey Decimal System and HIP, Horizon Information Portal.
3. Instructs library patrons on the use of reference sources, digital resources, computers and the Internet, and efficient use of library services.
3. Maintains responsibility for properly handling any funds given in payment or contribution to the library. Maintains records as required including library usage.
4. Assists Department Coordinators in training and providing orientation to substitute staff.
5. Processes new and donated materials.
6. Assists in planning and preparing bulletin boards and displays.
7. Assists with maintaining the library in a clean, orderly and safe condition.
8. Performs other duties as assigned; some tasks may vary between library branches.

Employment Qualifications:

Education: High School Diploma or equivalent required. A minimum of two years of experience in libraries or in a customer service oriented field preferred.

Experience: This is an entry-level position. Basic computer skills required; proficiency in Microsoft Office desired.

Other Requirements: Ability to work varied shifts including days, evenings, and weekends.

The qualifications listed above are intended to present the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional

standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

This job requires the ability to perform the essential functions contained in this job description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

Physical Requirements:

- a.) Stooping, bending and kneeling to package and unpack books and materials.
- b.) Prolonged periods of standing to assist patrons, search shelves and retrieve materials.
- a.) Ability to lift and carry books and other materials.
- b.) Ability to access office files.
- c.) Ability to enter and access information to a computer terminal.
- d.) Ability to operate library and related equipment.
- e.) Ability to access all areas of the library including the branch location.
- f.) Ability to effectively communicate with others.
- g.) Ability to sit for long periods of time entering data.

Working Conditions:

- a.) Exposure to books and other materials with molds, mildews and dust.
- b.) Requires some travel to branch library and other locations for meetings and other purposes.

Wage and Benefits

Part-time: 10- 20 hours per week, with some evenings and weekends. Wage: \$12.00 per hour.

Application Information

Deadline: Open until filled.

Please send a current resume and cover letter to:

Ruth Hughes Memorial District Library
Attn: Tracy Aldrich, Director
211 N. Almont Ave. Imlay City, MI 48444
taldrich@ruthhughes.org