

Job Title: Library Assistant – Reference Department & Children's Department

TEMPORARY Part-time, 20-30 hours/week.

Salary: \$15.50/hour

Summary: Under the general direction of the Library Director, shelves materials, prepares programming supplies, assists patrons, and performs other tasks as assigned.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Responsible for shelving materials in both the children's and adult sections of the library.
2. Knowledgeable with the library's ILS to the extent of being able to locate materials for patrons and place holds on materials for patrons.
3. Knowledgeable with technology to the extent of being able to assist patrons with computers, faxing, and other relevant technology.
4. Directs patrons to other departments as appropriate.
5. Greets patrons who come into the library.
6. Attends programs to assist the Children's Librarian or Reference Librarian (i.e. counting number of patrons attending an event, set-up and clean up before and after events, etc.).
7. Assists in creating displays in Reference and Children's areas.
8. Knowledgeable with the library's layout to the extent of being able to retrieve an item for a patron or showing the patron where to find specific genres.
9. Assists preparing craft and other programming supplies.
10. Responsible for bringing damaged items to the attention of the department supervisor.
11. Responsible for bringing any issues with staff or patrons to the attention of the Library Director as deemed necessary.
12. Tracks library statistics for purpose of reporting to the Board and for State Aid reports.
13. Responsible for keeping area neat and tidy.
14. Exhibits helpful, positive, friendly, and professional demeanor to all patrons.

### **Requirements**

Education/Experience:

High School Degree.

Minimum of two (2) years of experience in customer service.

Library experience preferred but not required.

Other Requirements:

Possession of a valid Driver's license