

Lester Public Library of Rome Library Assistant Job Description

- ✓ Reports to the library director
- ✓ 40 hours includes evenings and some Saturdays
- ✓ \$12.00-\$14.00/hour dependent upon experience & qualifications
- ✓ Benefits: A generous benefits package includes health, dental vision and life insurance; Wisconsin Retirement System, health savings account and paid vacation, personal and sick days.

Library Assistant Duties

1. Collaborate with library staff to plan and execute a wide variety of programs for adults, children and families.
2. Ability to work with all kinds of people, from a wide range of ages and interests.
3. Engages with the community by attending meetings and community events outside the library.
4. Participates in marketing efforts around all library programming, including print media, radio, library website, library displays and social media.
5. Performs circulation desk procedures, such as checking materials in and out, registering patrons, collecting fines, etc.
6. Checks in deliveries of interlibrary loan materials.
7. Requests interlibrary loan materials.
8. Assists patrons with ready-reference and routine reader's advisory service.
9. Generates daily reports.
10. Assisting with cataloging all types and levels of library materials.
11. Processes, withdraws, and repairs library materials.
12. Shelves library materials and reads shelves as needed.
13. Assists patrons with operation of library computers and electronic devices.
14. Answer telephone, take messages and direct to appropriate personnel.
15. Performs other duties as assigned.

Knowledge and Abilities

1. Provide outstanding service to patrons and staff.
2. Must be tech savvy and social media proficient.
3. Strong written and verbal communication skills.
4. Ability to maintain confidentiality of library patron information.
5. Attention to detail; ability to follow detailed directions.
6. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
7. Understands and abides by all library policies.
8. Participates in appropriate continuing education activities.

Physical Demands of the Position

1. Ability to apply technical knowledge
2. Ability to work in confined spaces.
3. Bending/twisting and reaching.
4. Far vision at 20 feet or further; near vision at 20 inches or less.
5. Fingering: keyboarding, writing, filing, sorting, shelving and processing.
6. Handling: processing, pick up and shelving books.
7. Lifting and carrying: 50 pounds or less.

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8. Mobility: travel to meetings outside library.
9. Pushing and pulling: objects weighing 300-400 pounds on wheels.
10. Frequent standing, walking, kneeling, crouching and sitting.
11. Talking and hearing; use of the telephone and computers.
12. Light housekeeping
13. Shovel snow and spread salt whenever its snows less than 2"

Experience

1. Must be 18 years of age and have a high school diploma or equivalent
2. Library experience preferred but not required
3. Proficient in current technology and handheld devices
4. Valid Wisconsin Driver's License
5. Exceptional customer service experience

Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

To apply, please submit a cover letter, resume, Town of Rome employment application found on the website at www.romepubliclibrary.org/employment. Email to: Renee Daley at rdaley@romepubliclibrary.org. Applications may also be submitted in person or postmarked by January 19, 2018 at 5:00 p.m. Materials are due no later than January 19, 2018 at 5:00 p.m.