

## **Lester Public Library of Rome**

### **Program Services Library Assistant Job Description**

- ✓ Reports to the library director
- ✓ 28 hours/week on a variable schedule, including some evenings and weekends.
- ✓ \$9.00 - \$12.00/hour dependent upon experience
- ✓ Benefits: Eligible for state retirement and life insurance; paid time off; not eligible for health, dental or vision insurance.

#### **Program Services 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.

#### **Library Assistant Duties**

1. Performs circulation desk procedures, such as checking materials in and out, registering patrons, collecting fines, etc.
2. Checks in deliveries of interlibrary loan materials.
3. Requests interlibrary loan materials.
4. Assists patrons with ready-reference and routine reader's advisory service.
5. Generates daily reports.
6. Processes, withdraws, and repairs library materials.
7. Shelves library materials and reads shelves as needed.
8. Assists patrons with operation of library computers and equipment.
9. Answer telephone, take messages and direct to appropriate personnel.
10. Performs light housekeeping.
11. Performs other duties as assigned.

#### **Knowledge and Abilities**

1. Above all else, must be happy to provide outstanding service to patrons and staff alike.
2. Must be tech savvy and social media proficient.
3. Very strong written and verbal communication skills.
4. Creativity is a must!
5. Ability to maintain confidentiality of library patron information.
6. Attention to detail; ability to follow detailed directions.
7. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
8. Understands and abides by all library policies.
9. 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.

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6. Handling: processing, pick up and shelving books.
7. Lifting and carrying: 50 pounds or less.
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.

**Experience**

1. Must be 18 years of age and have a high school diploma or equivalent
2. Library experience preferred but not required
3. Valid Wisconsin Driver's License
4. 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 to Lore Ingram, Library Director: [ingram@romepubliclibrary.org](mailto:ingram@romepubliclibrary.org). Materials are due no later than August 18, 2017 at 5:00 p.m.