

# **Lester Public Library of Rome**

## **Part Time Library Assistant**

### **Job Summary**

Under the direct supervision of the Library Director, the part time Library Assistant is responsible for managing and implementing resources, services, programs and events for library patrons. The successful candidate will be dynamic, creative, tech savvy, adaptable to changing priorities and library practices, work well independently and as part of our friendly team. Exceptional customer service skills are a necessity.

### **Job Duties**

- Responsible for maintaining strict confidentiality about library transactions, in accordance with the Wisconsin State Statutes concerning patron privacy.
- Responsible for maintaining an approachable, welcoming and professional demeanor when interacting with the public.
- Performs circulation desk procedures, such as checking in and checking out materials, and registering customers according to system guidelines and/or in house procedures.
- Handles the payment of fines or lost books monies according to system guidelines and/or in house procedures.
- Assist patrons with reference questions and readers' advisory, bibliographic instruction, and database searching.

### **Essential Duties and Responsibilities**

- Develop, promote, and present programs, events, and classes for patrons.
- Prepare displays, bulletin boards, booklists, website information, and promotional literature for the library.
- Responsible for operating and maintaining a smoothly run, neat and orderly Circulation Desk (i.e. making sure forms are printed and in stock, cleaning circulation desk daily, etc.).
- Responsible for locating items and processing the Pick List in an efficient and timely manner.
- Assist patrons in finding and using library resources including books, computers, and library technology.
- Return materials to shelf and place in proper order. Read shelves to assure materials are in order and properly shelved.
- Prepare new items for circulation in the Library collection by adding book jackets, labels, preparing cases, etc.
- Manage the work for one or more library service needs as assigned by Library Director.
- Assist with collection maintenance by alerting Library Director to spine label inconsistencies, markings, torn covers or pages and other types of damage to materials.
- Assist with general library maintenance (i.e. notices trash/wrappers in shelving units; or other general misuse of library property).
- May provide a variety of clerical services such as filing library card applications, mending, cleaning DVDs/Blu-rays/CDs, or other duties as assigned.
- Interacts with and assists the public in a friendly and responsive manner at circulation desk and throughout the library.
- Strong organizational skills for a customer service-oriented environment.
- Responsible for the timely and efficient opening and closing of the library.
- Carries out library policies and procedures.

### **Knowledge and Abilities**

- Strong interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and director.
- Ability to maintain confidentiality of library user information.
- Ability to plan, organize and carry out a program of library services for patrons of all ages.
- Ability to work independently, organize and prioritize work, respond to varied/changing work demand and make decisions as required.
- Ability to use computer software and manage computer technology.
- Knowledge and understanding of subject areas assigned, and of basic library principles, procedures, technology, goals and philosophy of services.
- Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education workshops, webinars, classes and conferences.
- Flexibility in work schedule; including evening and weekends.

### **Additional Requirements**

- Ability to comprehend and follow instructions: effectively follow instructions from director, verbally and in written form. Willingness to respond to director's communication's in an accurate and timely fashion.
- Ability to effectively present information and respond to questions from library users.
- Working knowledge of English grammar and spelling.
- Ability to interact positively and pleasantly with all ages.
- Set priorities in order to meet assignment deadlines.
- Weekly/monthly mandatory staff meetings.

### **Physical Demands and Work Environment**

- Ability to exert moderate physical effort in sedentary to moderate work, typically involving some combination of standing, walking, stooping, kneeling, crouching, bending, twisting, reaching, lifting, and carrying 50 pounds or less, and pushing and pulling 60-80 pounds on wheels.
- Talking and hearing; use of telephone.
- Far vision at 20 feet or farther; near vision at 20 inches or less.
- Handling (i.e. processing, picking up and shelving books and other library materials).
- Fingering (typing, writing, filing, sorting, and processing).
- Ability to travel to meetings/continuing education outside the library.
- Inside work environment. Occasional outside work for library programs, salting/shoveling in winter near entrance/exit doors.

### **Equipment/Software Used**

- Equipment: PCs, printers, typewriter, calculator, copy machine, fax machine, iPads, smartphones, tablets, audio-video equipment, speaker, camera, and multi-line phone.
- Software: LINKcat system, Microsoft Word, Internet Explorer, Firefox, Google Chrome.

### **Education and Experience**

- High School diploma or GED/High School diploma or equivalent.
- Valid Wisconsin driver's license is required.

### **Selection Guidelines**

- Cover letter, resume, three references.
- On site interview, reference check, background check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

