

Lester Public Library of Rome Part Time Library Assistant

The Lester Public Library of Rome seeks a friendly individual for the position of part time library assistant. Duties of this position include assisting patrons in finding materials and using computers, fielding phone calls and questions, and working with other library staff to complete routine and special tasks. The ideal candidate is community focused, creative, detail oriented, loves reading, and is able to work independently. Candidates must have strong communication and technology skills.

This position is approximately 15-20 hours per week, which includes daytime, evening and Saturday hours. Starting wage is \$12.00 per hour. This position does not include benefits. Library experience is preferred but not required.

Job Duties

The following duties are a sample of the types of work required. A person holding this position may be required to perform similar duties not specifically listed below.

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

General Duties

1. Plan or assist with library programs, events, and displays.
2. Prepare posters, calendar entries, Facebook postings, and other advertisements for library services and events in a variety of digital and paper formats.
3. 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.).
4. Responsible for locating items and processing the Pick List in an efficient and timely manner.
5. Assist customers with mechanical operations of library equipment (i.e. help with the copier and fax machine).
6. Return materials to shelf and place in proper order. Read shelves to assure materials are in order and properly shelved.
7. Prepare new items for circulation in the Library collection by adding book jackets, labels, preparing cases, etc.
8. Manage the work for one or more library service needs as assigned by Library Director.
9. Assist with collection maintenance by alerting Library Director to spine label inconsistencies, markings, torn covers or pages and other types of damage to materials.
10. Assist with general library maintenance (i.e. notices trash/wrappers in shelving units; or other general misuse of library property.)
11. May provide a variety of clerical services such as filing library card applications, mending, cleaning DVDs/Blu-rays/CDs, or other duties as assigned.
12. Responsible for the timely and efficient opening and closing of the library.

Knowledge and Abilities

1. Ability to communicate effectively with staff and public in person or on the telephone.
2. Ability to follow detailed directions.
3. Ability to operate library business machines properly.
4. Ability to work independently, organize and prioritize work, respond to varied/changing work demands.
5. Keyboarding and filing ability.
6. Working knowledge of English grammar and spelling.
7. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education workshops and other library skills learning experiences.

Physical Demands and Work Environment

1. 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.
2. Talking and hearing; use of telephone.
3. Far vision at 20 feet or farther; near vision at 20 inches or less.
4. Handling (i.e. processing, picking up and shelving books and other library materials).
5. Fingering (typing, writing, filing, sorting, and processing).
6. Ability to travel to meetings/continuing education outside the library.
7. Inside work environment. Occasional outside work for library programs, salting/shoveling in winter near entrance/exit doors.
8. Weekly/monthly mandatory staff meetings.

Required Skills

1. Communication skills (effectively communicate ideas and information both in written and oral forms).
2. Reading ability (effectively read and understand information contained in memoranda and reports).
3. Ability to comprehend and follow instructions from the Library Director, verbally and in written form.
4. Mathematical ability (calculate basic addition, subtraction, multiplication, and division without aid of a calculator).
5. Time Management (set priorities and follow through to meet assignment deadlines).
6. Willingness to adjust work schedule to provide staffing during emergencies, staff absences, and special programming.

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, etc.

Education and Experience

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