

## ST. JOSEPH PUBLIC LIBRARY

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### **JOB DESCRIPTION**

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| <b><u>POSITION:</u></b>    | Part-time Library Assistant or Student Assistant                            |
| <b><u>LOCATION:</u></b>    | Carnegie Library  |
| <b><u>HOURLY RATE:</u></b> | \$13.53, No Degree; \$14.88 with Degree                                     |
| <b><u>JOB STATUS:</u></b>  | Part-time, 19 hours per week, includes evenings and Saturdays,<br>Nonexempt |

### **GENERAL STATEMENT OF DUTIES:**

Reports to branch manager or designee. Performs clerical duties in public and support services and special projects as assigned; does related work as required. These jobs include both work of a routine, repetitive nature for which there are clearly prescribed procedures and new situations and problems for which no precedents have been set. Branch or senior staff are usually available for consultation, but on occasion certain people in this class are in charge in their absence. Persons in this class may also have charge of special programs or projects. Must be available to work evenings and Saturdays.

### **ESSENTIAL FUNCTIONS:**

- Provides exemplary customer service;
- Interacts with staff and patrons of all ages with patience and kindness;
- Assists other staff members when needed and contributes in a positive way to team morale;
- Performs circulation desk duties as required (checks out materials, registers borrowers, processes interlibrary loan and hold requests, etc.);
- Gives information, reference service and readers' advisory service to the public in person, over the telephone, and by email;
- Assists patrons with library technology;
- Shelves returned library materials;
- Assists with programming;
- Participates and helps prepare for the Summer Reading Program and other library events;
- Creates flyers, signage, displays, and handouts for programs;
- Types and prints labels, covers books and performs other processing duties as assigned;
- Reviews basic cataloging entries and materials records for accuracy;
- Makes recommendations for materials selections;
- Participates in workshops, webinars, and other continuing education activities;
- Assists with the maintenance and weeding of materials in the collection;
- Keeps statistics;
- Handles clerical duties such as those relating to filing, shelving, and inventory;
- Monitors Internet stations when in use;

- Has charge of special project(s), service(s), or collection(s);
- Participates in workshops and webinars;
- Ability to prioritize multiple tasks effectively;
- Routine lifting of up to 40 pounds, bending, squatting, and reaching from floor level to 6 feet in height;
- Other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Skilled with computers and technology.
- Has a basic understanding of library objectives, functions, procedures, and techniques;
- Ability to learn and retain procedures related to the operation of an automated integrated system;
- Ability to handle clerical functions with a high degree of accuracy and efficiency;
- Ability to think analytically, to plan and to organize;
- Ability to understand and carry out complex directions;
- Ability to establish and maintain effective and efficient relationships with library staff at several levels;
- Ability to deal with the public and other staff members in a consistently tactful and courteous manner;
- Ability to exercise initiative and independent judgment;
- Good communication skills;
- Ability to function effectively in dynamic situations;
- Ability to work evenings and Saturdays.

**ACCEPTABLE EDUCATION AND EXPERIENCE:**

Completion of high school or equivalent; enrollment in college; one year of library experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

3/2024