

ST. JOSEPH PUBLIC LIBRARY

JOB OPENING

POSITION: Part-time Library Assistant or Student Assistant

LOCATION: Downtown Library

HOURLY RATE: \$13.53 (No Degree); \$14.88 (with Degree)

JOB STATUS: Part-time, includes evenings and weekends in rotation, 19 hours per week, 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 department managers 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, Saturdays, and Sundays.

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;
- May assist with programming;
- Participates and helps prepare for the Summer Reading Program and other 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;
- Keeps statistics;
- Handles clerical duties such as those relating to filing, shelving, and inventory;
- Monitors Internet stations when in use;
- Assists with the maintenance and weeding of materials in the collection;
- Has charge of special project(s), service(s), or collection(s);
- Participates in workshops, webinars, and other continuing education opportunities;
- 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;
- Learns and retains procedures related to the operation of an automated integrated system;
- Handles clerical functions with a high degree of accuracy and efficiency;
- Able to think analytically, to plan and to organize;
- Understands and carries out complex directions;
- Establishes and maintains effective and efficient relationships with library staff at several levels;
- Interacts with the public and other staff members in a consistently tactful and courteous manner;
- Exercises initiative and independent judgment;
- Good communication skills;
- Functions effectively in dynamic situations;
- Able to work evenings, Saturdays, and Sundays.

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.