

POSITION: Secondary Library Assistant (2023)

WAGE: TBD

HOURS: Part-time, 10-15 hrs. per week, includes evenings, Saturdays, and filling in for staff as needed.

BENEFITS: Paid holidays. Vacation and personal days as set by the Library Board, based on the funds that are available.

ACCOUNTABLE TO: Library Director.

Summary/Objective

This position performs Circulation functions and provides excellent customer service (including tech assistance) to patrons of all ages. Provides coverage on the service desk.

Essential Duties & Responsibilities

- Proficient in basic aspects of Circulation System
- Assists with Reader's Advisory
- Assists with technology as needed
- Processes MeLCat deliveries and requests
- Assists with library projects as needed
- Assists with keeping the library tidy, sanitary and orderly
- Works regular shifts on the Circulation desk assisting patrons with using library computers and other technologies, including but not limited to issues with printing, word processing, scanning, web browsing, wireless access, mobile devices, etc.
- Assists with library projects as needed
- Performs other duties as assigned

Knowledge, Skills and Abilities

- Ability to work with the public with a strong customer service orientation
- Strong communication skills, both verbal and written
- Ability to shelve and shift books, to push/pull loaded book carts, and lift/carry materials up to 40 lbs.
- Ability to be self-motivated and work unsupervised
- Ability to be adaptable and flexible
- Visual acuity and physical skills necessary to retrieve materials from shelves, maintain library materials and operate library equipment and software
- Hearing ability to answer the telephone and patron inquiries
- Ability to consistently apply cataloging rules and standards.
- Knowledge of and adherence to standards of accuracy, timeliness, tact and confidentiality.
- Ability to communicate clearly and effectively.
- Knowledge of library procedures, personnel and policy mandates, and library law
- Ability to adapt to changing and evolving Library procedures, priorities and information technologies.
- Proficient with library electronic resources (Libby and other relevant resources)
- Proficient with current technology, i.e., advanced computer literacy, internet searching and evaluation skills, competent in MS Office programs and Google Docs

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, printers, phones, cash register, photocopiers, etc. Will work behind a public service desk.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Frequent bending, lifting, reaching and stooping to select and shelve library materials as well as to set up and take down programming materials.
- Sitting, standing and walking.
- Ability to push/pull loaded book carts and lift/carry materials up to 40 lbs.
- Visual acuity and physical skills necessary to retrieve materials from shelves, maintain library materials and operate library equipment and software
- Hearing ability to answer the telephone and patron inquiries

Position Type/Expected Hours of Work

This is a part-time position. Generally 11am to 5pm, one day of the week (Tuesday or Thursday), opening and closing Wednesdays (11am to 2:30pm or 2:30pm to 6pm), every other Friday (2:30pm to 6pm), and Saturday rotation. Filling in for staff as needed.

Education and Experience

- High School Diploma
- Prior experience of working in a Library preferred, or at least one year working in customer service.
- Continuing Education requirements determined by the Library of Michigan.

Evaluation

The employee will be hired under a probationary six-month period. After completing the six-month period, the employee will be evaluated by the Library Director and that evaluation will be presented to the Library Board at their monthly meeting. Following a satisfactory completion of the six-month probationary period, the staff member will be placed in a position of continuous employment as long as he/she performs his/her duties competently and in accordance with the objectives of the Betsie Valley District Library. After one year of employment, The Library Director will give an annual summary of work to the Library Board. All library employees are at will employees.

Other duties

Please note this job description is not designed to cover a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change any time with or without notice.