

Alma Public Library

Library Assistant (Part-Time)

Description: Now Hiring a Part-Time Library Assistant for the City of Alma

The Library Assistant works directly and indirectly with library customers and materials. Responsibilities include assisting customers (patrons) with basic circulation and technology-related needs as well as supporting many aspects of the day-to-day operation of the library. The Library Assistant works under the general supervision of the Library Director.

Essential Duties and Responsibilities

- Respect and maintain confidentiality of all patron information.
- Provide consistent, courteous, and respectful service to library patrons of all ages, backgrounds, and abilities: greet all patrons; listen and respond to needs; provide patrons with information, services, or items they are seeking; utilize policies and procedures as guides to find solutions.
- Perform circulation desk procedures (using Sierra, WISCAT, or other designated software): check materials in and out; process holds and interlibrary loan materials; register new users and update patron records when needed.
- Perform other circulation tasks including monitoring incoming and outgoing materials for wear, tear, and cleaning needs; checking materials to account for all components (ex: DVDs and Audiobooks).
- Assist with processing library items: cataloging, labeling, withdrawing, repairing library materials, and inventory of supplies.
- Assist patrons with reference and/or technology questions, referring advanced questions to the Library Director as appropriate.
- Monitor computer area and provide patrons with basic technology assistance, including computer, eBook, iPad, Nook, Kindle, copier/scanner, etc.
- Collect and record payment for copier, printer, donations, fines, and other fees.
- Shelve and organize books and other library materials.
- Assist with sorting items donated to the library.
- Perform light housekeeping and cleaning duties as needed: vacuuming, sweeping, dusting, sanitizing commonly used areas such as computers/tables after each use.
- Assist with planning and implementing monthly bulletin boards/displays.
- Assist the Library Director with planning, implementing, and measuring attendance/success of programs offered through the library, including story times, summer reading program, and any other events, which may occur outside of regular work hours.
- Record statistical information such as patron attendance, reference questions, and computer assistance.

- Maintain program supplies and inform the Library Director of needed supplies.
- Assist the Library Director in promoting library services, programs, and collections through the library website, Facebook page, and word-of-mouth.
- Assist the Library Director in sharing events and marketing materials with local organizations, social networks, and media outlets.
- Promote a positive, inclusive, and professional work environment, directing and communicating concerns to the Library Director.
- Run local errands for the library.
- Other duties as assigned by the Library Director and/or the Library Board.

Expectations:

- Dress neatly and appropriately
- Arrive on time and maintain scheduled hours
- Notify the Library Director in advance if unable to work scheduled time
- Follow the rules and expected behaviors in the library, including adhering to all library policies and procedures.
- Ability to make decisions without direct supervision.
- Ability to set priorities and meet assigned deadlines, balance demands and maintain a positive public service attitude.
- Attend occasional training sessions/meetings.

Physical demands of the position:

- Bending/twisting and reaching
- Fingerings; keyboarding, writing, filing, sorting, shelving, and processing.
- Processing, picking up and shelving library items
- Lifting and carrying up to 50 pounds.
- Pushing and pulling loaded book carts, etc.
- Sitting, standing, walking, stooping kneeling and crouching.
- Reaching down to the ground and up to shelving heights with the aid of a footstool and sometime a ladder.
- Reading type, font size 12 or smaller, on item labels
- Observing patrons in need of assistance from a distance of 20 feet or further.

Required Technology Skills:

- Basic knowledge of computer operation/trouble shooting of all technology devices owned by library.
- Proficiency in Microsoft Office Suite.
- Proficiency in/willingness to learn library specific software: WISCAT, Sierra, Libby, and others as needed.
- Willingness to learn modern technology skills.

Desired Minimum Qualifications:

- High school diploma.
- Previous customer service experience.
- Outstanding organizational skills.
- Strong attention to details and timelines/due dates despite frequent interruptions.
- Ability to set priorities, balance demands, and maintain a positive public service attitude.
- Exceptional interpersonal skills.
- Excellent written and verbal communication skills.
- Available to work a minimum of 21 hours per week, with a regular work shift during library hours on Monday, Wednesday, Friday and a Tuesday or Thursday shift.
- Flexibility to work, day and evening hours as needed, with opening and/or closing responsibilities.

How to Apply: To apply for the Alma Library Assistant position, submit a cover letter, resume (indicating education, certification, and experience), and a list of three references to: cindyduley1@gmail.com

Contact: cindyduley1@gmail.com

Job pays: Competitive, includes benefits (DOE)

Applications: Applications will close upon the hiring of a suitable candidate