



Job Opportunity – Library Assistant

Join an enthusiastic and supportive team focused on giving the best library service possible. Under the supervision of the Assistant Library Director, you will be responsible for providing quality service to library patrons at our help desks. This position is for 15-20 hours per week. Regular weekend and evening hours will be required. Salary will be based on education and experience, but the minimum is \$12.00 per hour.

What you'll do:

- Cheerfully welcome patrons
- Perform circulation and help desk procedures
- Assist patrons in finding and using library resources in both print and electronic format
- Assist patrons with use of copy and fax machine
- Provide technical support to patrons on public access computers
- Place holds requests for patrons
- Issue new library cards
- Shelve library materials as needed
- Help maintain the orderliness and physical appearance of the library
- Answer all incoming phone calls; make referrals or take messages as appropriate; provide appropriate change for users of fax machine and copier
- Provide voter registration services
- Promote all library services and programs
- Offer Reader's Advisory to patrons
- Participate in continuing education activities to foster professional and personal development
- Assist with library programs and displays
- Perform other duties as assigned

What you need to know:

- Basic computer skills
- A general knowledge of library materials and how we operate
- How to communicate with the public in a consistent, friendly and courteous manner
- How to give quality customer service

Qualifications:

- Have a genuine desire to help people
- High school diploma or equivalency
- Availability for some evening and weekend shifts
- Essential Physical Functions:
 - The physical demands to perform this job are the ability to talk and hear, use hands to finger, handle, feel or operate objects or controls, sit, stoop, kneel, crouch, and lift and/or move up to 50 pounds. Hand-eye coordination is necessary to operate computers and office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus. Reasonable accommodation may be made to enable individuals with disabilities to perform this job.