

Job Posting: Library Assistant

Job Type: Full Time

Description:

Performs a variety of duties, some of a routine clerical nature and some of a professional nature, under the direction of a supervisor. Supervision is provided by the Director and Assistant Director. Worked is learned through on-the-job training, workshops, seminars and continuing education.

Distinguishing Features of the Class

Under the general supervision of the Director, responsible for creating a climate of welcoming and responsive atmosphere of service for all patrons. Provides reference and reader's advisory services; plans and presents programs; interacts with the public to create a favorable impression of library services; represents the library in the community. Schedule includes evenings and weekends.

Examples of Duties:

- Provides reference and reader's advisory services to customers
- Solves patron problems encountered during their library visits
- Designs, implements, and evaluates programs and activities in the library and in the community
- Merchandises books and other library materials to enhance their appeal and promote their use by browsers
- Contributes to webpage and newsletter
- Assists users with the library catalog
- Assists users of the public Internet computers and other equipment
- Process new library materials
- Repair damaged library materials
- Process Inter Library Loan materials
- Drive the bookmobile
- Work at outreach events
- Other duties as assigned

Requirements:

- Knowledge of and experience using public library technology and the Internet
- Ability to coordinate and prioritize tasks to meet deadlines
- Proven leadership skills that foster teamwork, effective communication, and high morale
- Ability to plan, implement, and evaluate effective library services
- Excellent organizational and problem-solving skills
- Ability to handle confidential and sensitive information with discretion
- Strong commitment to public service
- Excellent interpersonal skills and public service manner for modeling customer service expectations

- Ability to interact harmoniously and communicate well with customers and staff
- Excellent English communication skills, oral and written, and public-speaking/presentation skills
- Excellent computer, word-processing and Internet skills
- Ability to maintain reliable schedule and regular attendance
- Flexibility to adapt to changing work situations and to vary work schedule
- Good vision and hearing
- Manual dexterity to operate computer and telephone equipment
- Physical mobility
- Valid driver's license, acceptable driving history, and personal automobile for job-related transportation
- Satisfactory criminal background check

Acceptable Experience and Training:

- High School diploma or GED
- Graduation from a college or university preferred
- Public library experience preferred
- Experience with Word, Excel, and other application software
- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Additional Information:

Salary Range: \$13.99-17.54/hour

Benefits include: Health insurance (80% paid by the library), Individual Retirement Account (2% match by the library), paid holidays, vacation, sick, and personal time off.

Please turn in a cover letter and resume to Erin at erin@carolibrary.org by December 15, 2022.