



Town of Randall • Village of Salem Lakes • Village of Paddock Lake • Village of Twin Lakes

June 29, 2024

Position Vacancy Part-Time Adult Services Library Assistant

The Community Library is currently accepting applications for a part-time Library Assistant in the Adult Services Department.

Required Knowledge, Skills, and Abilities

- Post high school coursework and/or some college course work required;
- Four-year college degree, commensurate military experience, or equivalent continuing education preferred;
- High quality customer service skills;
- Must be able to organize, plan, schedule, coordinate, and evaluate programming for all ages;
- Must have excellent verbal and written skills including the ability to convey information in educational, instructional, and creative manners;
- Advanced computer skills and Internet search techniques;
- Experience working with people of all ages and public speaking experience highly desirable;
- Access to a personal vehicle for work use.

Duties and Responsibilities

Duties will include, but are not limited to, helping patrons locate library materials, answering patrons' reference questions, providing readers' advisory assistance, teaching computer classes, putting together displays and planning library programs.

Hours and Location

The present requirement is for approximately 20 hours per week including day, evening, and weekend hours. Flexibility in scheduling is required. The position may include working at both Community Library locations.

Salary

Starting hourly wage is \$16.66 per hour.

Starting Date:

As soon as possible.

How to Apply

Please submit a cover letter, resume and employment application to LeeAnn Briese, Director, Community Library, 24615 89th Street, Salem, WI 53168 or by email: lbriese@communitylib.org

Position open until filled.

Adult Services Library Assistant Position Description

Summary of Responsibilities

Under immediate supervision of the Adult Services Manager. A Library Assistant is responsible for the day-to-day operation of the Information Desk; including working with library patrons to identify and locate recreational, educational, and reference material; working collaboratively with other library staff members to deliver professional quality library service to the public; ensuring that library patrons receive assistance; assist in conducting programming for the Adult Services Department and performing other duties as assigned.

Qualifications

- Post high school coursework and/or some college course work required;
- Four-year college degree, commensurate military experience, or equivalent continuing education preferred;
- High quality customer service skills;
- Must be able to organize, plan, schedule, coordinate, and evaluate programming for all ages;
- Must have excellent verbal and written skills including the ability to convey information in educational, instructional, and creative manners;
- Advanced computer skills and Internet search techniques;
- Experience working with people of all ages and public speaking experience highly desirable;
- Access to a personal vehicle for work use.

Primary Duties

- Provide quality public service to people of all ages and perform supportive clerical tasks as needed;
- Assist patrons in locating recreational, educational, and reference materials;
- Answer directional questions and be aware of library programs and activities;
- Answer the telephone promptly and courteously, route calls, and take messages as needed;
- Reserve library meeting rooms;
- Inform supervisor of problems, incidents, and experiences that occur while staffing a library service desk or while working in a public area;
- Assist in performing essential duties of absent staff members without prompting from a supervisor;
- Assist in training employees for paraprofessional positions;
- Open and close a building in the absence of a supervisor;
- Respond appropriately to emergencies, including crisis management, and complete documentation in the absence of a supervisor;
- Identify, resolve, or report technical difficulties with the computer systems in the absence of a supervisor;
- Assist in compilation of statistics and reports on the library;

- Plan special interest displays, programs, and projects;
- Prepare booklists, bibliographies, webliographies, and path finders;
- Perform in-depth reference research;
- Assist in various Community Library projects as requested;
- Perform alphanumeric sorting and filing;
- Shelf read and straighten materials on the shelves or in the collection while shelving and in other assigned areas;
- Operate, troubleshoot, and instruct others in the use of computer, office, audiovisual, and other equipment;
- Keep area and materials clean and orderly;
- Perform light housekeeping;
- Plan and implement adult programming;
- Perform the duties of the Circulation and Youth Services Departments as needed.

Knowledge and Abilities

- Ability to work effectively with patrons of all ages;
- Ability to present information effectively and respond to questions from patrons;
- Ability to learn library procedures and practices;
- Ability to operate library business machines properly;
- Knowledge of databases and search methods;
- Ability to operate computer software and manage computer technology;
- Ability to organize work and to perform it neatly and accurately;
- Ability to perform routine repetitive tasks with accuracy;
- Ability to recognize the differences in types of library materials;
- Ability to work independently, prioritize work, respond to varied/changing work demands, and make decisions as required;
- Ability to be cross-trained in any of the duties of other departments;
- Knowledge of library services;
- Knowledge of current computer technologies;
- Ability to comprehend and follow instructions from a supervisor in verbal and written form;
- Ability to communicate ideas and information both in verbal and written form;
- Ability to read and understand information contained in memoranda, reports, and bulletins;
- Ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors;
- Ability to adapt and maintain a flexible work schedule, including working days, evenings, and weekends as assigned;
- Ability to drive between three Community Library locations;
- Ability to perform complex searches using print and electronic resources;
- Ability to handle multiple interruptions at once, working patiently, cooperatively, and pleasantly with the public and employees;
- Ability to utilize computer knowledge to present instructional classes for adults;
- Ability to organize, plan, schedule, coordinate, and evaluate programming for adults.

Job Performance Standards

- Actively support Community Library's mission.
- Maintain patron confidentiality and library rights;

- Adhere to *Community Library General Guidelines and Procedures, Work Rules, and Other Employee Information*;
- Adhere to the American Library Association's *Library Bill of Rights, Code of Ethics, Freedom to Read Statement, and Freedom to View Statement*;
- Convey a courteous and professional attitude;
- Maintain contemporary knowledge of library practices;
- Maintain contemporary knowledge of popular adult titles.

Mission Statement

The mission of our Library is to create a sense of community and to provide free access to materials and services which improve minds, enrich lives, and fulfill cultural, civic, educational, and recreational needs.

Physical Requirements

- Ability to stand or sit and use a computer workstation, including keyboard and monitor, for extended periods of time;
- Ability to work in confined spaces;
- Bending, twisting, and reaching;
- Far vision at 20 feet or further; near vision at 20 inches or less;
- Fingering: keyboarding, writing, filing, sorting, shelving;
- Handling: shelving books;
- Lifting and carrying: 50 pounds or less;
- Pushing and pulling: objects weighing 300-400 pounds on wheels;
- Sitting, standing, walking, climbing, stooping, kneeling and crouching.

Work Environment

Work environment is primarily inside. Work may be assigned at any of the Community Library facilities and at times may require working alone in the building. Work may be assigned out of doors for programming and in schools and community organizations for outreach.

Outside duties may include:

- Trash removal;
- Retrieval of materials from the outside book drop.