

Job title: Programming Library Assistant

Budget of 14 hours per week. Will include some nights and at least one Saturday per month.

BASIC FUNCTIONS

Under the supervision of the Library Director and general supervision, works with library patrons directly or indirectly. Position has some decision-making responsibilities.

1. Performs circulation desk procedures, such as all opening and closing procedures, checking in and checking out materials, registering patrons and collecting fees; answering the phone; signing up patrons for various activities; locating materials for patrons.
2. Gives reference and reader's advisory service; other patron assistance such as community information.
3. Plan special interest displays and routine publicity.
4. Gathers and sends out items from the hold list; checks in deliveries of loan materials, sends books back.
5. Assists patrons with Internet and computer software, faxing, copying, scanning.
6. Does data entry and filing.
7. Help suggests and plans library services and programs.
8. Provides information and recommendations that can be used for materials selection.
9. Assists in the updating of library procedures; assists with collecting and organizing statistics.
10. Assists patrons in the mechanical operations of library equipment.
11. Assists patrons with obtaining information from the Historical Room.

SPECIFIC FUNCTIONS

1. Plan and execute regularly scheduled story times and sensory table activities.
2. Assist Library Director with summer reading program activities and performances.
3. Plan and execute monthly programs for children and teens to include, but not limited to, book club, craft and other classes, speakers and demonstrations.
4. Plan and execute regularly scheduled programs for adults to include, but not limited to, book club, craft and other classes, speakers and demonstrations.
5. Plan and maintain literacy programs, such as Reading dragons and 1000 books before kindergarten, etc.
6. Work within a budget approved by the Library Director.
7. Meet with Library Director to discuss program ideas and plans.
8. Communicate program details with all staff.
9. Create promotional materials for the library website, social media platforms and other formats to advertise programs and services.
10. Other duties as assigned by the Library Director.

KNOWLEDGE AND ABILITIES:

1. General knowledge of library operations, services, and materials.
2. Ability to communicate effectively with staff and the public and maintain effective public relations.
3. Ability to operate library machines properly and use computer software and manage computerized files.

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4. Ability to follow directions.
5. Ability to maintain confidentiality of library and patron information.
6. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
7. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisor.
8. Mobility: travel to appropriate continuing education activities or meetings outside the library as needed to maintain skills in above-mentioned areas.
9. Working knowledge of English grammar and spelling, library methods, and procedures.

PHYSICAL DEMANDS OF POSITION:

1. Sitting, standing, walking, climbing, and stooping, kneeling, and crouching.
2. Bending, twisting, and reaching.
3. Talking and hearing, use of the telephone.
4. Far vision of 20 feet or further, near vision of 20 inches or less. With correction if needed.
5. Lifting, carrying 30 pounds or less.
6. Handling: processing, picking up, and shelving books.
7. Some pushing and pulling.
8. Mobility: travel to meetings outside the library.

MENTAL REQUIREMENTS

1. Communication skills: effectively communicate ideas and information both in written and oral form.
2. Reading ability: effectively read and understand information contained in reports and bulletins, etc.
3. Ability to comprehend and follow instructions in verbal and written form.
4. Decision-making: evaluate or make independent decisions based upon experience, knowledge or training, without supervision.
5. Mathematical ability: calculate basic arithmetic problems with or without a calculator.
6. Time management: set priorities to meet own and assigned deadlines.

EQUIPMENT USED

Library automation system, calculator, copy machine, computer terminals, tablet/mobile device, printers, fax machine, telephone, audio-visual equipment, various other library equipment, software programs, and Internet.

EDUCATION EXPERIENCE:

1. High school diploma or equivalent. Additional coursework is a plus.
2. General office experience.
3. Two or more years of experience working with the public.
4. Some previous library experience or equivalent.
5. Previous experience working with children in an educational setting or equivalent.