

City of Portage

Job Description

Job Title: Library Assistant—Public Services

Department: Portage Public Library

Reports To: Adult Services Librarian

Schedule: Part-Time, 20 hours per week

SUMMARY

Under general supervision of the Adult Services Librarian, performs paraprofessional work serving library patrons directly or indirectly, with a focus on outreach, community support services, research and reader's advisory, library displays, volunteer management, and patron services.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned.)

1. Leads the planning, coordination, organization, advertisement, and facilitation of multiple library-based public services, including:
 - Book clubs.
 - In-library displays (book displays, community collaborations, community art, seasonal, etc.)
 - Volunteers and Volunteer Programs.
 - Digital displays, flyers, website and social media posts
2. Assists with adult outreach services, such as homebound delivery, community partnerships, and local service agency collaborations.
3. Assists Adult Services Librarian with book subscription service.
4. Assists patrons with ready-reference, technology assistance, reader's advisory service, and circulation tasks.
5. Coordinate memorial book donations and communicate with donors.
6. Fulfill genealogical and local history requests.
7. Maintain and update community reference materials.
8. Serve supervisory role for staff in absence of Library Director and/or Leadership Team.
9. Performs light housekeeping.
10. Performs other related work.

KNOWLEDGE AND ABILITIES

1. Creativity and passion for working with a diverse group of individuals and organizations within a community.
2. Willingness to learn and utilize modern technology and software to facilitate outreach (advertising, communication, etc.).
3. Ability to train and supervise the work of others.
4. Ability to maintain confidentiality of library patron information.
5. Ability to follow detailed directions.
6. Ability to gather statistics, analyze information and compile reports.
7. Ability to operate library business machines properly, which may require technology training, knowledge of databases, and search methods.
8. Ability to understand library policies and procedures and apply them to library operations.
9. Ability to use computer software and manage computerized files.
10. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.

11. Ability to understand, adjust, and work within budgets correctly.
12. Considerable knowledge of library methods and procedures and ability to apply them to library operations.
13. Good interpersonal skills and the ability to maintain and foster cooperative and courteous working relationship with the public, peers, and supervisors.

LANGUAGE/COMMUNICATION SKILLS

1. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form. Willingness to respond to supervisor's communications in an accurate and timely fashion.
2. Ability to effectively present information and respond to questions from library users. Working knowledge of English grammar and spelling.
3. Ability to interact positively and pleasantly with all ages.
4. Ability to write reports, business correspondence, and procedure manuals in an understandable way.

MATHEMATICAL SKILLS

Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator.

MENTAL REQUIREMENTS

1. Analytical Skills: identify problems and opportunities; review alternative courses of action before selecting one; utilize information resources available when making decisions.
2. Creative Decision-making: effectively evaluate or make independent decisions based on experience, knowledge, or training.
3. Planning and Organizational Skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
4. Problem-solving Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to Adult Services Librarian or Library Director when necessary.
5. Time Management: set priorities in order to meet assignment deadlines.

PHYSICAL DEMANDS

1. Keyboarding, writing, filing, sorting, shelving, and processing.
2. Processing library materials; picking up and shelving books.
3. Lifting and carrying: 50 pounds or less.
4. Pushing and pulling: objects weighing 300-400 pounds on wheels.
5. Sitting, standing, walking, climbing, kneeling, bending/twisting, reaching and crouching.

ENVIRONMENTAL/WORKING CONDITIONS (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. Flexible work hours; frequent and regular evening and weekend hours.
2. Occasionally exposed to outside weather conditions.

EQUIPMENT USED

Computers, printers, audiovisual equipment, book carts, calculator, fax machine, microfilm reader, photocopier, and telephone.

EDUCATION AND EXPERIENCE

1. Associate's degree (A. A.), equivalent from two-year College or technical school, or equivalent library experience.
2. Six months to one year related experience or training. Previous library experience is preferred.