

City of Portage
Job Description

Job Title: Library Assistant—Public Services

Department: Portage Public Library

Reports To: Adult Services Librarian

Schedule: Part-Time, 15-20 hours per week

Compensation: \$14.00 per hour starting, not eligible for benefits

SUMMARY

Under general supervision, performs paraprofessional work serving adult library patrons directly or indirectly.

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

1. Assists with planning, coordination, presentation, advertising of programs or training for adult patrons (and staff as needed).
2. Assists with adult outreach services, such as homebound delivery, etc.
3. Serves patrons at reference desk: provides reference help to patrons in person, on the phone, and via email. Assists patrons with ready-reference and routine reader's advisory service.
4. Acts as back-up to Library Assistant—Technical Service
5. Directs personnel in registration, circulation or public services procedures.
6. Participates in library planning.
7. Performs light housekeeping.
8. Performs other related work.

KNOWLEDGE AND ABILITIES

1. Ability to effectively develop and implement programs for adults and senior citizens.
2. Ability to meet and communicate with people of all ages in a friendly and helpful manner.
3. Ability to effectively present information and respond to questions from patrons.
4. Ability to direct the work of others.
5. Ability to maintain confidentiality of library patron information.
6. Ability to follow detailed directions.
7. Ability to gather statistics, analyze information and write reports.
8. Ability to operate library business machines properly, which may require knowledge of databases and search methods.
9. Ability to understand library policies and procedures and apply them to library operations.
10. Ability to use computer software and manage computerized files.
11. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
12. Good interpersonal skills and the ability to maintain and foster cooperative and courteous working relationship with the public, peers, and supervisors.

13. Keyboarding and filing ability.
14. Working knowledge of English grammar and spelling.

PHYSICAL DEMANDS

1. Ability to work in confined spaces.
2. Bending/twisting, and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Fingering: keyboarding, writing filing, sorting, shelving, and processing.
5. Handling: processing, picking up and shelving books.
6. Lifting and carrying: 50 pounds or less.
7. Pushing and pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, stooping, kneeling, and crouching.
9. Talking and hearing; use of the telephone.

MENTAL REQUIREMENTS

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Communication skills: effectively communicate ideas and information both in written and verbal form.
6. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
7. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
8. Time management: set priorities in order to meet assignment deadlines.

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. Inside work environment.

EQUIPMENT USED

Audiovisual equipment, book truck, calculator, fax machine, library automation system, microfilm reader, photocopier, and telephone.

EDUCATION AND EXPERIENCE

1. Associate's degree or equivalent from two-year college or technical school preferred.
2. Six months to one year related experience or training preferred.
3. Previous library experience is preferred.