

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 of Adult Services Librarian, performs paraprofessional work serving adult library patrons directly or indirectly. There will be a 6 month probationary period, after which there will be a potential pay increase.

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

1. Assists with planning, coordination, presentation, and creating flyers and advertising of programs for adult patrons.
2. Assists with adult outreach services, such as homebound delivery, senior living communities, homeless shelter 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 Services
5. Directs or trains personnel in registration, circulation or public services procedures.
6. Posts events, photos, information of programs to library's Facebook page, library website and other social media sites
7. Participates in Adult Services department library planning.

KNOWLEDGE AND ABILITIES

1. Ability to effectively develop and implement programs for adults and senior citizens.
2. Be capable of creating attractive advertisements via posters, flyers, social media posts, exc.
3. Ability to meet and communicate with people of all ages in a friendly and helpful manner.
4. Ability to effectively present information and respond to questions from patrons in person and on social media sites.
5. Ability to follow detailed directions, to work independently, organize and prioritize work, respond to varied/changing work demands, make decisions as required and direct the work of others.
6. Ability to maintain confidentiality of library patron information.
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. Good interpersonal skills and the ability to maintain and foster cooperative and courteous working relationship with the public, peers, and supervisors.

PHYSICAL DEMANDS

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

MENTAL REQUIREMENTS

1. Communication skills: ability to comprehend and effectively communicate ideas and information both in written and verbal form. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
2. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
3. 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 or outside work environment.

EQUIPMENT USED

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