

## **JOB POSITION**

### **LIBRARY ASSISTANT: PART-TIME**

**Laurelville Branch**

**Evening/Weekend Shift**



**JOB SUMMARY:** This position involves routine work performing basic library tasks, such as: checking books in/out, searching for items in the library catalog or the internet, copying, faxing, providing a professional and excellent level of customer service to patrons, and other duties as assigned.

### **DESCRIPTION:**

This is a part-time position that may work a regular schedule of 12.5 hours per week, Friday from 8 – 5 PM, and Sundays, 12:30 – 5:00 PM. Sunday shift has differential wage of 1.77 times normal wages, to make the wage amount on Sundays equal to an 8-hour shift. The library is closed on Saturdays. Extra hours can be earned throughout the year covering other staff members who are on leave. This position cannot work more than 29.5 hours per week.

The entry-level hourly wage for this position with no experience is \$10.10 (Ohio minimum wage). After a 6-month probation, the Library Assistant's wage may be raised, dependent upon performance. Because the position has a regular schedule under 20 hours per week, this position doesn't qualify for personal or sick leave.

This position reports to the Laurelville Branch Manager and the Library Director.

### **RESPONSIBILITIES:**

**Essential and other important duties and responsibilities may include, but are not limited to the following:**

1. Performs circulation desk procedures, such as checking materials in and out, emptying the drop boxes, placing holds, copying, faxing, and collecting charges, etc.
2. Issues and renews library cards.
3. Answers telephones and provides routine information or refers and transfers calls
4. Calls patrons to notify of holds and overdue materials.
5. Answers directional questions; refers patrons to the appropriate staff member as needed.
6. Assists patrons in using technology.
7. Offers a warm welcome to all visitors of the building, ensuring the highest standards of customer care and communication skills at all times, providing relevant and current information.
8. Processes withdraws, repairs, or reconditions library materials.
9. Assists with library programs, program preparations, and displays as needed.
10. Undertakes duties in relation to building security and health and safety- including opening and closing routines, daily cash handling/recording, cleaning and sanitizing, patron monitoring-enforcing the Library's Code of Conduct.
11. Assists in the orientation, training and support of new members of staff and volunteers.
12. Performs other duties as required.

### **MINIMUM REQUIREMENTS:**

- Candidates must be at least 18 years of age.
- Good ability to exercise judgment within established guidelines.
- Good ability to effectively communicate with public and staff.
- Good ability to work with patrons and fellow staff by maintaining a courteous, helpful and professional attitude at all times.
- Good ability to understand and follow written and oral instructions.
- Good ability to pay attention to detail.
- Good ability to operate a variety of standard office and library machines.
- Proficient computer skills.
- Willing to take a drug test and have a background check.

**PHYSICAL REQUIREMENTS:** Tasks may involve frequent walking, standing, bending, reaching, stooping, and some lifting and carrying objects of moderate weight (12-20 pounds); pushing loaded, wheeled book carts of very heavy weight (100 - 150 pounds); and/or the operation of office equipment or keyboard, in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

### **PREFERRED QUALIFICATIONS:**

- Possesses a broad knowledge of library operations.
- Experience with public service, preferably in a library environment.
- Intermediate or advanced computer skills.

### **OTHER ESSENTIAL REQUIREMENTS:**

- Commitment to equality and diversity.
- Commitment to health and safety.
- Adhere to all library policies that apply to patrons and staff.
- Adopt and perform the Library's Staff Performance Expectations.

**PLEASE NOTE: Meeting these posted qualifications does not necessarily guarantee an interview.**

### **EQUAL OPPORTUNITY EMPLOYER**

The Logan-Hocking County District Library is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status, disability, age (40 years or older), genetic information, sexual orientation, or caregiver status, in making employment-related decisions about an individual.