

Library Assistant for Shelving

Status: Part-time- 24 hours per week; weekends and evenings

Pay: \$15 per hour

Overview

The Community Library of DeWitt & Jamesville is seeking a Library Assistant for Shelving for shelving work and front-line customer service. This is an organizational position that would benefit from someone who is self-motivated and detail-oriented. Applicants must be available to work a flexible schedule including evenings and weekends.

Responsibilities

- Under the supervision of the Assistant Director for Patron Services, this position checks in, sorts, shelves, shifts, and organizes library materials accurately according to library classification systems.
- Provides excellent customer service for patrons via Information Desk shifts and on the floor interactions via tasks including but not limited to basic circulation transactions, registering patrons for library cards, and providing information to the public on circulation rules, policies, and procedures.
- Performs other circulation assistant functions, including but not limited to: library opening and closing procedures, list pulling, searching the public catalog, and placing holds for patrons.
- Answers phones and provides routine information or directs incoming calls to appropriate staff.
- Collects money from patrons for overdue, lost, or damaged library materials, and Book Sales.
- Communicates issues with library materials to appropriate library staff.
- Attends meetings, in-house training, and external workshops relevant to job functions.
- Other duties as assigned.

Qualifications

- High school diploma or equivalent.
- Knowledge of library classification systems.
- Excellent organizational and time-management skills.
- Demonstrated strong public service orientation; tact, courtesy, and patience in dealing with staff and public.
- Ability to understand and follow oral and written instructions with consistent follow-up.
- Ability to maintain effective working relationships with co-workers and work as part of a team.

Additional Qualifications

- Ability to utilize and adapt to changing technologies.

- Excellent written and verbal communication skills.

Physical Activity Requirements

While performing the duties of this job, the Library Assistant stands, reaches with arms; uses hands, fingers, sight, hearing, and verbal communication; bends, stoops, kneels; lifts and carries materials weighing less than 20 pounds; lifts, moves, and/or manipulates bulky items and/or crates of materials weighing up to 50 pounds; and pushes/pulls/maneuvers a wheeled book cart weighing up to 200 pounds when fully loaded. Job duties may occasionally require standing for extended periods of time.

Apply

To apply, please submit a resume and three references, to Cassidy Miller:
cmiller@cldandj.org.

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description will be reviewed periodically as duties and responsibilities change if necessary. Position Descriptions are subject to modification.