

Substitute Library Assistant

Status: On-call

Pay: \$15.50 - \$16.00 per hour

Overview

The Under the supervision of the Assistant Director for Patron Services, this position performs a variety of job duties: checking in/out library materials; shelving library materials; assisting library patrons in using library materials; some clerical tasks; program assistance; and other duties as assigned. Applicants should have a basic knowledge of library services.

Responsibilities

- Primarily checks library materials in/out at the circulation desk and registers new library patrons.
- Assures high patron satisfaction in keeping with departmental and library policy.
- Provides information to the public on circulation rules, policies, and procedures.
- Assists with opening and closing procedures.
- Answers phones and provides routine information or directs incoming calls to appropriate staff.
- Collects money from patrons for book sales, donations, lost or damaged library materials.
- Registers patrons for library programs using online calendar software.
- Retrieves library materials from shelves for library staff and patrons.
- Retrieves items from the indoor and outdoor book-drops for check-in.
- Sorts, shelves, shifts and organizes library materials accurately according to library classification systems (Dewey decimal classification and alphanumeric).
- Searches the library catalog for titles and places holds for patrons.
- Attends meetings, in-house training and external workshops relevant to job functions.
- Carries out other duties as assigned within the scope, spirit and purpose of the job.
- Performs other related duties as assigned.

Qualifications

- High school diploma or equivalent is required.
- Acts as a representative of Community Library of DeWitt and Jamesville to the public.
- Strong public service orientation; tact and courtesy in dealing with staff and public.
- Ability to utilize and adapt to changing technologies.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective and positive working relationships with co-workers and work as part of a team.
- Possesses attention to detail and follow through on tasks effectively and efficiently.

Physical Activity Requirements

While performing the duties of this job, the Librarian 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 a cover letter to Anna Wong at awong@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.