

City of Hazen Job announcement

Title: Library Assistant – Part Time

Department: Hazen Public Library

Reports to: Library Director

Date: 05/07/2024

Job Summary: Assists with maintaining everyday operations of the library.

Description of Duties:

- ◆ Greet patrons and offer assistance as needed
- ◆ Circulation of materials to the public
- ◆ Register new patrons
- ◆ Process books exchanged between McLean-Mercer Regional Library and other libraries
- ◆ Process overdue notices
- ◆ Shelve books
- ◆ When needed: clean including dust shelves, check/clean bathroom daily, trash out to dumpster, vacuum/wet mop
- ◆ Place interlibrary loan (ILL) requests for patrons in a timely manner; notifying patrons when item can't be located. Maintain records of ILL's
- ◆ Assist patrons in the use of computers, printers, copiers, scanners, microfilm/microfiche reader, and assist with community access channel software/equipment
- ◆ Flexibility of hours to work around co-worker's schedules and take on additional hours per director's request – main duties will be Thursday and Friday 9 AM -5 PM
- ◆ Catalogue items as instructed by Director and processing of books. Creating spine labels, linking items to MARC records in the software
- ◆ Make recommendations for purchases of materials and other items and formats
- ◆ Assist with yearly weeding per director's instructions
- ◆ Assist with coordination of Programming events and crafts
- ◆ Other duties as assigned by Director or Board of Directors

Knowledge, Skill and Ability:

- ◆ Is able to work with a minimum of supervision individually as well as with others and regularly takes personal initiative to execute work responsibilities
- ◆ Works in a pleasant and effective manner with customers, co-workers, other departments and agencies
- ◆ Performs routine and some specialized work in assigned areas of responsibility
- ◆ Has a working knowledge of computers, research methods and effectively uses the various information access methods available in a contemporary public library with a high degree of proficiency and accuracy
- ◆ Has good customer service and public relation skills
- ◆ Enjoys reading and using materials commonly found in libraries and helping others of all ages enjoy and use library resources
- ◆ Innovative thinker to assist with library programming/event coordination

Physical Expectations:

- ◆ Ability to communicate and understand the public and fellow employees by using spoken word and to be able to hear and understand what is said by the public and fellow employees either by natural hearing or with the use of hearing aids
- ◆ A willingness to attend state conferences and/or other meetings if there are funds to do so
- ◆ Ability to lift a maximum of 50 pounds