

## **Library Assistant – Eaton Library**

**Hours:** Part-time 10 to 15 hours/week including evenings and Saturdays

**Due Date:** August 23, 2010

**Starting Date:** As soon as possible

**How to Apply:** Application available at the library and online at <http://www.eatonco.org/library.htm> (print a blank copy to complete)

### **Role:**

Answers patron requests for information and assistance, checks materials in and out, assists patrons with self check unit, shelves library resources. Provides outreach services to schools and other populations to make the library important in their lives. Assists with programs. Occasional light dusting and cleaning.

### **Major Duties and Responsibilities:**

25% - CIRCULATION/SHELVING – Checks out and renews materials; assists patrons with self checkout of materials; checks in materials and sorts and routes the materials to their proper location in order to assist patrons with borrowing of materials. Shelves library materials by loading carts with returned materials; placing materials on the appropriate shelf according to Dewey decimal number, author name, or title in order to return materials to library shelves; issues and updates library cards; collects money for overdues and damages; processes holds requests.

25% - PATRON ASSISTANCE - Assists patrons in the use of library materials and technology by guiding them in searching the catalog and stacks, accessing databases, and navigating the Internet in order to locate resources in the collection and on the World Wide Web.

25% - INFORMATION NAVIGATION - Locates requested materials and information sources in order to satisfy patron requests for library materials and information.

15% - PROGRAMMING & OUTREACH - Plans informative and entertaining programs and outreach events such as school visits and computer classes for patrons by identifying and accessing audiences, recruiting attendees, accessing resources in the collection and the community and coordinating such programs and outreach events in order to promote use of library resources and represent the library to the community.

5% - COLLECTION MAINTENANCE – Finalizes the processing of new materials by date stamping and/or placing collection identifying decals on materials; removes materials from shelves based upon a weeding list; informs Librarian about gaps in collection in order to maintain an appealing, current, and useful collection.

5% - OTHER DUTIES – Assists in decorating for themes, occasional dusting and other duties as assigned.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.

**Minimum Requirements:**

High School Degree. Some College coursework (preferred)

One year of related experience

Skill in Windows, MS Office Suite, and MS Publisher

Able to read, write, and speak Spanish (desirable)

**Success Factors:**

- Focuses on the customer
- Initiative
- Contributes to a positive work environment
- Strategic thinking
- Pursues personal development
- Continuous improvement
- Takes pride in the workplace
- Emotionally intelligent
- Tactful
- Knowledge of public library operations
- Creativity
- Knowledge of public library reference service
- Skill in reference interviewing
- Knowledge of print and online reference resources
- Skill in using the library district catalog and circulation system
- Skill in customer relations including dealing with difficult patrons and volatile situations
- Able to operate various office equipment including copiers
- Able to plan and conduct age appropriate programming
- Able to use good judgment
- Able to work in teams
- Able to work with confidential information
- Able to lift 40 lbs.