

SUBLETTE COUNTY LIBRARIES JOB DESCRIPTION

Position Title: **Part-time Library Assistant**

Starting Pay Rate: \$15.00

Nature of Work:

The person in this position works public service desks providing comprehensive services including checking materials in and out, booking meeting rooms and helping patrons find materials. There will be additional duties related to library specific tasks.

Organizational Status:

This position has regularly scheduled hours each week. It is a non-exempt part-time position.

Reports to the Big Piney Manager.

Essential Functions of the Job:

1. Interprets and applies library policy.
2. Maintains patron privacy and confidentiality according to library policies and Wyoming statutes.
3. Meets the needs of patrons by providing comprehensive service.
4. Provides basic direction, information and instruction to patrons on all of the library's services and technology.
5. Troubleshoots basic computer hardware and software issues. Identifies and resolves problems with office equipment such as the copier/scanner/fax machine and cash register.
6. Issues and maintains patron library cards. Collects fines and fees and maintains accurate records of the same.
7. Checks materials in and out. Clears book drop on a regular basis. Assists with holds and requests to purchase materials and inter-library loan requests.
8. Assists in maintaining the appearance of the library and monitors patron use of the library.
9. Shelves print and non-print materials when needed.

10. Reserves meeting rooms for patron use. Assists meeting room users with laptop computers, projectors and the audiovisual system.
11. Assists with opening and closing the library including ensuring the building is secure and applicable alarms are activated.

Additional Examples of Work Performed:

1. Assists with special or ongoing projects.
2. Assists with event set-up and take-down.
3. Performs other duties as assigned.

Knowledge, Skills and Abilities Required:

1. Knowledge of books and AV materials, knowledge of general subject areas, authors and reader interest levels.
2. Demonstrates interpersonal skills necessary to establish and maintain good working relationships with library staff and patrons.
3. Must have the ability to work with, and build rapport, with all age groups including children and teens.
4. Ability to work in groups, demonstrating a willingness to contribute ideas, maintain flexibility, and support changes within the organization. Ability to perform detailed tasks and handle multiple tasks simultaneously.
5. Ability to operate computers, telephones, fax, cash register and other technology.
6. Basic knowledge of the Microsoft Office Suite and internet search techniques.
7. Ability to file alphanumerically.
8. Strong oral and written communication skills. Knowledge of basic math skills. Ability to follow written and verbal instruction.
9. Ability to perform a variety of duties with minimal supervision.
10. Must possess a reputation of honesty, integrity, and reliability.
11. Must have the desire and ability to serve the public in a calm and professional manner.

All employees of the Sublette County Library System are “at-will” employees. This means the Sublette County Library System retains the absolute right to terminate an employee at any time, with or without cause

Minimum Education, Training and Experience Required:

1. Education-
 - a. Requires high school diploma or GED.
 - b. College degree preferred.
2. Experience-
 - a. Requires direct customer service work experience.
 - b. Prefer two years of direct customer service work experience
 - b. Prefer two years of experience working in a library setting.

Working Environment:

1. This is a part-time position with regularly scheduled hours each week.
2. Must be willing to work a varied schedule which will include nights, weekends and holidays.
3. **The schedule is subject to change based on the needs of the library.**

Physical Demands:

1. Must possess the mobility to work in the library setting which includes the ability to stand, squat, stoop, stretch, lift, carry, shelve and retrieve books and materials (generally not exceeding 50 lbs.) from shelves and storage locations. Must be able to push a book truck weighing up to 100 lbs.
2. Must possess the ability to read routine documents and a computer screen.
3. Must possess the ability to communicate effectively with the public both in person and over the telephone.
4. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard.

Background checks:

All applicants must willing to submit to a background check.

NOTE:

This job description describes the nature and level of assignments normally given in this position. It is not an exhaustive list of duties. Employees may be expected to

perform additional related duties which are specific to their area that may not be reflected in this description.