

SUBLETTE COUNTY LIBRARIES

JOB DESCRIPTION

Position Title: Part Time Library Assistant, Big Piney

Starting Pay Rate: \$15.00 per hour

The person in this position provides customer service, checks materials in and out, books meeting rooms and helps patrons find materials. There will be additional duties related to library specific tasks.

Organizational Status:

It is a non-exempt part-time position.

Reports to the Big Piney Manager.

Nature of Work:

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 fees and maintains accurate records of the same.
7. Checks materials in and out. Clears book drop on a regular basis. Assists with holds, 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.
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 audiovisual materials, knowledge of general subject areas, authors and reader interest levels.

2. Good technological skills, able to assist patrons with printing, faxing, downloading e-resources on to devices, audiovisual equipment, producing resumes, use Microsoft Office software, and perform internet searches.
3. Demonstrates interpersonal skills necessary to establish and maintain good working relationships with library staff and patrons. Be able to serve all age groups- children, teens, and adults in a calm and professional manner.
4. Ability to file alphanumerically and perform basic mathematic functions.
5. Ability to follow written and verbal instruction to perform a variety of detailed tasks with minimal supervision.
6. Must possess a reputation of honesty, integrity, and reliability.

Minimum Education, Training and Experience Required:

1. Education: Requires high school diploma or GED.
2. Experience
 - a. Requires direct customer service work experience.
 - b. Prefer 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 afternoons, nights, Saturdays and holidays.
3. The schedule is subject to change based on the needs of the library.

Background Checks:

All applicants must be willing to submit to a background check.

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.

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.