

Black River Falls Public Library - Library Assistant Job Description

Nature of Work:

Assists Library Director in operations and activities of the Black River Falls Public Library. Under general supervision, performs clerical, computer, and other library work as required. Serves library patrons directly or indirectly.

Examples of Duties:

- Provides consistent and enthusiastic service to the public as the first and last point of contact. Listens to patrons' needs, evaluates each situation as unique to solve, and utilizes policies and procedures as guides to find solutions.
- Performs service desk procedures, such as checking materials in and out, registering patrons, collecting fines, handling complaints, scheduling individuals/groups for meeting rooms, etc.
- Promotes an appropriate work environment and maintains confidentiality of patron records.
- Assists patrons with reference questions.
- Performs circulation tasks such as checking in and out of library materials; checking each DVD & audio book at check-out & check-in to account for discs; sorting bins of interlibrary loans items delivered by WRLS; shelving holds; running the holds list and the expired holds list, pulling expired holds from the holds shelf, etc. Assists patrons with interlibrary loan requests.
- Assists with collection maintenance, such as weeding and shelf-reading.
- Markets library services & assists with library programs, organizes special displays, assists with book club and outreach programs.
- Occasionally oversee work of volunteers.
- Assists with processing books - cataloging, labeling, withdrawing, repairing library materials; and inventory of supplies.
- Shelves library materials and reads shelves.
- Provides patrons with basic technology assistance, including computers, eBook devices (iPad, Nook, Kindles), and copier/scanner.
- Empties book drop regularly and checks in books.
- Assists with sorting of items donated to the library.
- Monitors computer area.
- Performs light housekeeping and cleaning duties.
- Responsible for opening and closing duties.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Understands and supports the library's mission and service to the public.
- Working knowledge of library methods, policies and procedures.
- Computer skills – proficiency with library computer software, ability to perform basic troubleshooting, data entry, and limited patron computer instruction.
- Ability to operate library copy machines.
- Ability to communicate effectively with staff and public in-person and on the phone.
- Adaptable to a variety of situations; flexible to shift between tasks & service.
- Working knowledge of English grammar.
- Ability to comprehend and follow instructions.
- Time management – set priorities to meet assignment deadlines.
- Working knowledge of computer databases and search methods.

Physical Demands of the Position:

- Bending/twisting and reaching.
- Fingering: keyboarding, writing, filing, sorting, shelving and processing.
- Handling: processing, picking up and shelving books.
- Lifting and carrying: 50 pounds or less.
- Pushing and pulling: loaded book carts, etc.
- Sitting, standing, walking, stooping, kneeling and crouching.
- Reaching down to the ground and up higher shelving heights with the aid of a footstool.
- Near vision: Reading faded type, font size 12 or smaller on item labels.
- Far vision: Observing patrons in need of assistance from a distance of 20 feet or further.
- Occasional travel to meetings outside the library.

Experience / Qualifications:

- High school diploma required, postsecondary education preferred.
- Keyboarding and general office experience.
- Knowledge of classic and/or current authors is beneficial.
- Library experience is beneficial.

This position is part-time and will include day, evening and weekend work.

Limited benefits available.

Starting rate of \$10/hour

Reports to the Library Director