



Brodhead
Memorial Public
Library

Now Hiring

LIBRARY ASSISTANT

Brodhead Memorial Public Library is currently looking for an outgoing individual with strong attention to detail, customer service, and technology skills as our newest Library Assistant. As the main point of contact for many of our patrons, this position performs a variety of library duties and completes special projects as needed.

This position is for approximately 15-20 hours a week with flexible availability required. [Note: this position will be responsible for working minimum of one Saturday per month, once initial training is complete] Starting wage for this position is \$12 per hour. As this is a part-time position, no benefits are offered at this time.

Additional position information and application can be found on the library's website, www.brodheadlibrary.org/about/employment.

The deadline to apply is February 10, 2023.

Please send your employment application, resume, and a brief cover letter or email to Kyle Domer –Library Director, at kdomer@brodheadlibrary.org.

Application materials may also be received at the circulation desk.



Library Assistant Job Description

Typical Responsibilities of Position

Under general supervision of the Director, performs public service work and/or technical service work (i.e., processing and maintenance of the library's collection), serving library patrons directly or indirectly.

Duties/Examples of Work

1. Provides library services in a timely, sensitive, and confidential manner, consistent with a high level of compassionate customer service.
2. Performs a variety of general library procedures, such as checking materials in and out, assisting patrons with reference or technology questions, etc.
3. Participate in library programming, with emphasis on collecting, collating, and maintaining website and social media content and promotional materials for library events.
4. Helps other library staff brainstorm, plan, and put on a wide variety of programs for adults, children, and families.
6. Keeps current through professional development and literature to evaluate trends and innovations in library services. Interacts with colleagues in similar positions at other libraries.
8. Performs other duties as assigned.

Knowledge and Abilities

1. Ability to direct the work of the library page as needed.
2. Ability to effectively present information and respond to questions from patrons.
3. Ability to maintain confidentiality of library patron information.
4. Ability to follow detailed instructions.
5. Ability to operate library business machines properly, which may require knowledge of databases and search methods.
6. Ability to understand library policies and procedures and apply them to library operations.
7. Ability to use computer software and manage computerized files.
8. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
9. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
10. Typing and filing ability.
11. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities and opportunities.
12. Working knowledge of English grammar and spelling.
13. Attention to detail.
14. Ability to complete tasks in assigned timeframe.
15. Spanish language knowledge is a plus, but not required.

**Physical Demands of the Position**

1. Bending/twisting and reaching.
2. Typing, writing, filing, sorting, shelving and processing.
3. Handling, processing, picking up and shelving books.
4. Lifting and carrying: 50 pounds or less.
5. Pushing and pulling: objects weighing 300-400 pounds on wheels.
6. Sitting, standing, walking, climbing, stooping, kneeling and crouching.
7. Ability to communicate verbally in person and telephonically.

Mental Requirements

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Communication Skills: effectively communicate ideas and information both in written and verbal form.
6. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
7. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
8. Time Management: set priorities in order to meet assignment deadlines.

Environmental/Working Conditions

1. Flexible work hours; frequent evening and one Saturday per month.
2. Inside work environment.

Equipment Used

Audiovisual equipment, book truck, calculator, cash register, copy machine, library computer system, microfilm/fiche reader/printer, telephone, and typewriter.

Education and Experience

1. High School Diploma or equivalent.
2. Office technology background.
3. Customer Service experience preferred.