



Brodhead Memorial Public Library

Now Hiring

LIBRARY ASSISTANT

Brodhead Memorial Public Library is currently looking for an outgoing individual with strong customer service and technology skills to be our newest library assistant. As the main point of contact for many of our patrons, this position performs circulation functions, assists patrons with technology questions, and completes special projects as needed.

This position is for approximately 10 hours a week with evening and weekend availability required. A high school diploma or equivalent is required. Starting wage for this position is \$11.50 per hour. As this is a part-time position, no benefits are offered.

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

The deadline to apply is December 15, 2019.

Application, resume, and cover letter should be emailed to Angela Noel, Library Director, at anoel@brodheadlibrary.org.



Library Assistant Job Description

Typical Responsibilities of Position

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

Duties/Examples of Work

1. Performs circulation desk procedures, such as checking materials in and out, registering patrons, collecting fines, etc.
2. Greets and assists library patrons both in-person and on the telephone.
3. Checks in deliveries of interlibrary loan materials.
4. Follows policies and procedures for registration, circulation, technical services, and reference.
5. Requests library materials for patrons from other libraries in the South Central Library System.
6. Assists with maintenance of library materials, including activities such as weeding and shelf-reading library collections.
7. Assists patrons with reference and routine reader's advisory service.
8. Directs patrons to proper staff for more detailed reference and reader's advisory service.
9. Assists patrons with computer use and other mechanical operations of library equipment.
10. Empties book drop regularly and takes returned items to the proper place for checking in.
11. Performs light housekeeping.
12. 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.



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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; occasional evening and frequent weekend hours.
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.