04/12/2025

Job Title: Library Assistant I - Circulation (Part-Time, up to 19 hours/week)

Description Type: ☐New   ☒Revised
IMRF Eligible: ☐Yes   ☒No

Reporting Relationship:
Reports to (Title): Library Director

Position Summary:
Provides exemplary customer service to library patrons, contributes to the proper organization and distribution of library materials, and assists with library programming.

Essential Job Duties and Responsibilities
- Provides patrons with exemplary customer service
  - Aids patrons in book selection, in the performance of routine technical tasks (printing, faxing, searching catalog), and in finding information from a variety of sources
  - Operates circulation software (charging, discharging, placing holds)
  - Follows library procedures to open, operate, and close the library building
  - Shelves and arranges library materials according to established systems (alphabetically/Dewey decimal system)
  - Aids in the maintenance of library displays and general library appearance
  - Completes transactions for fees and services
- Assists with youth, teen, and family programming

Closing Statement:
- Other duties as assigned

Qualifications:
- Must have strong customer service skills
  - Able to provide courteous service to a diverse population of patrons in a timely manner
- Must be able to complete detail-oriented tasks
  - Alphabetizing, shelving according to the Dewey Decimal System, making accurate change
- Must be available to work Saturdays, on rotation
- Must be knowledgeable and comfortable with Microsoft 365 and G Suite/Google Workspace
- Preference may be given to applicants with previous library experience (professional or volunteer)
- Preference may be given to applicants with education or children's programming experience

Physical Requirements:
- Must be able to lift and carry bags or boxes of books weighing up to 40 lbs.
- Must be able to shelve materials (sometimes overhead or at floor level)
- Must be able to sit on the floor during programming if necessary

Through the power of reading, we inspire curiosity, build community, preserve history, and enrich lives