

Job Description: Library Assistant Newton Public Library

POSITION SUMMARY:

The library assistant will provide quality customer service to library patrons at the service desk, as well as work with the Children's Librarian to provide programming and services for youth ages 0-10. This position works directly with the public and must be able to communicate clearly and respectfully with a diverse set of patrons and co-workers.

HOURS: Hourly – non-exempt for purposes of Fair Labor Standards Act. Must work some evening and Saturday shifts. 40-hour work week.

SALARY: Level 11 on NPL pay scale; position range is \$11.50-\$14.50/hour. Starting pay is expected to be \$11.50/hr. Benefits include paid individual health and dental plans, life insurance, KPERS retirement benefits, and paid vacation and sick leave.

SUPERVISED BY: Adult Services Librarian; Children's Librarian; Supervisor on Duty

ESSENTIAL FUNCTIONS – GENERAL LIBRARY ASSISTANT (80% of job hours):

- Actively greet and assist patrons with access to library materials, online databases, Internet resources, and computer applications.
- Check books in and out, register patrons, explain library services, alert patrons to issues with their accounts, retrieve materials from book drops, assist with interlibrary loan, and collect money for fees and other transactions.
- Provide reader's advisory, assisting patrons in selecting library materials through knowledge of authors and types of literature.
- Assist patrons with basic computer and technology questions, making copies and faxes, and logging into library computers.
- Answer directional questions and refer patrons to appropriate staff member(s).
- Enforce library policy and follow procedure in a variety of situations, including high stress or confrontational interactions.
- Assist with opening and closing, and follow safety and emergency procedures.
- Assist with library programs and events as needed.
- Perform other duties as assigned.

ESSENTIAL FUNCTIONS – YOUTH ASSISTANT (20% of job hours):

- Under the supervision of the Children's Librarian, plan and execute programming that engages and educates children. Possible examples include storytime, STEAM programming, book discussions.
- Attend outreach events, setting up and tearing down booths, interacting with youth and families, and marketing library services to attendees.
- Engage with youth and families in a friendly and welcoming manner.
- Create marketing materials, bulletin boards, videos, and other promotional materials for youth programs as needed.
- Keep apprised of children's literature to provide reader's advisory services to youth, and be able to relate programming to current literature.

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KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to be courteous to coworkers, work effectively in shared workspace, value diverse work styles, accept and give constructive criticism in a positive manner, and be sensitive to personal habits that impact coworkers.
- Ability to calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
- Ability to demonstrate professional behavior, comply with library policies and procedures, maintain a safe and organized work environment.
- Ability to create a welcoming environment for public and staff.
- Ability to read, write and speak effectively.
- Ability to sort efficiently in alphabetic or number order, and to develop a working understanding of the Dewey Decimal system of library materials arrangements.
- Ability to understand and perform routine library procedures.
- Ability to use a computer to perform word-processing and Internet searching.

EQUIPMENT USED:

- Computers, calculator, copy machine, cash register, multi-line phone system, microfilm/fiche reader/printers/scanners, audio-visual equipment, book trucks (carts) for transporting materials to proper areas for re-shelving.

EDUCATION AND EXPERIENCE:

- High School Diploma or GED required.
- Some college preferred.
- Library or related experience preferred.

MENTAL AND PHYSICAL ABILITIES:

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; sit; walk; use hands to handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; stoop; kneel; crouch; or crawl. The employee may on rare occasion lift and/or move by pushing or pulling up to 50 pounds. Must be able to have physical stamina to provide active service to patrons during workdays of up to eight hours. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate but can be loud. Stressful situations may occur when dealing with the public. Must be able to work flexible hours. This job is 100% in-person, either in the library or at assigned events/programs, with no remote hours.