

LIBRARY ASSISTANT II

PRIMARY RESPONSIBILITIES

- Can fulfill all of the responsibilities of the Library Assistant I
- May be asked to assist in the selection and processing of materials
- May be asked to assist with planning, coordinating and presenting library programs and other public relations efforts as introduced or requested. Occasional outside hours may be necessary
- Orient groups/individuals/volunteers in use of the library
- May be asked to assist in library fundraisers or campaigns

GENERAL RESPONSIBILITIES

Circulation/Collection Functions

- Sort, pack/unpack and inspect library materials being received from or being delivered to other libraries
- Empty drop box
- Run reports and lists for item hold information and interlibrary loan requests
- Search shelves for requests, retrieve items requested, and route items appropriately
- Contact patrons or other libraries as necessary
- Print paging lists, notify patrons for hold pickup, clear expired holds
- Participate in collection maintenance including shelving, cleaning, repairing of materials
- Record monies received through the circulation function and may assist with counting and balancing cash box before next business day

Patron services

- Check library materials in/out
- Issue new/replacement library cards
- Contact patrons for hold pickup or overdue notices, etc.
- Provide reader's advisory and reference/information services by answering questions regarding library policies, procedures, equipment, collections services and programs to the public in person or on the phone
- Promote library services and programs to patrons
- Supervise use of internet by the public

Teamwork

- Provide training and guidance to less-experienced circulation staff as requested
- Assist with general library janitorial maintenance
- Attend staff meetings as scheduled
- Perform other duties as needed

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- High school diploma or equivalent, (Level 3 Certification preferred)
- One year work experience in a library, retail or similar setting, experience in youth programming and story times desirable
- Working knowledge of graphic design, computer and software packages such as Microsoft Publisher, Excel, Adobe PhotoShop, etc., familiarity with Microsoft Word and Outlook
- Internet searching
- Basic clerical skills including computer and telephone skills, familiarity with Internet and e-mail and various printing equipment and materials
- Manual dexterity, visual acuity and sufficient spelling & keyboarding/PC skills to effectively access information on the computer

- Strong interpersonal and communication skills for interaction with coworkers
- Ability to learn quickly and work accurately
- Visual acuity necessary to retrieve library materials from shelves or storage
- Physical ability to retrieve or place materials above shoulder or below knee level and lift/carry materials and delivery bags weighing up to 50 pounds
- Hearing ability to answer telephone and customer inquiries
- Ability to work independently, set priorities, and meet multiple deadlines
- Ability to effectively access information on the computer and/or maintain databases and produce various reports
- Ability to operate a variety of equipment including computer, fax and copy machine
- Friendly, positive, creative, self-directed and task-oriented

Ability to greet patrons warmly and provide them with a pleasant library experience with a keenly focused customer-service approach. This job description is intended to describe the general nature and level of work being performed by a person assigned to do this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

HOURS

Minimum 8 hours, Maximun 20 hours weekly

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BENEFITS

As listed in the Employee Handbook

TO APPLY

Please include with your resume and answer to the following question:

Why would you be a wonderful addition to the Cedar Springs Public Library team?

Send to: Director
 Cedar Springs Public Library
 43 W. Cherry St., PO Box 280
 Cedar Springs, MI 49319

**Cedar Springs Public Library is
 an EQUAL OPPORTUNITY EMPLOYER**

Revised April 28, 2014