**Greenwood Area Library**

**Job Title:** Greenwood Area Library Assistant

**Summary of Job:**

Perform a wide variety of public library/technical services to patrons/visitors. Ensure daily operational needs of the library are met regarding circulation, interlibrary loan, processing items, displays, and inventory spreadsheets. Active participation in planning outreach programs, school partnerships, and scheduling. Maintain positive relationships through communication with other library staff, outreach personnel and school staff/students. Providing input for making the library a better place. Offer suggestions and state problems to other staff. Operation of a multifunction copier.

**Job duties: These duties are shared between employees**

|  |  |
| --- | --- |
| **Patron Services** | **Circulation Desk** |
| Assist with book requests/place holds | Auto patron renewal list |
| Copying/Faxing/Scanning / Answering telephone | Patron request lists |
| Assist with patron computer use | Check-in and Check-out / Backdate |
| Orientation for new patrons / update brochures | Shelve items / Wipe soiled items |
| Maintain patron registration binders | Use Amazon, KDL, Good Reads, AR Book Finder |
| Teach use of Libby and Aspen online sites | Maintain 1000 Books Before Kindergarten Files |
| Create displays for Kid Zone and Main Areas | Maintain New Item booklet for patron viewing |
| Kid Zone Bulletin Boards/Update White Boards | Collect money for fine/bill/copies/faxes/sales |
| Uphold confidentiality regarding patron issues | Enforce library policies |
| Reader’s Advisory-all ages | Reference questions via email/phone (genealogy) |
| Operate Hearing Loop | Edit Outlook calendar as needed |
| Manage conflict with all ages related to library issues | Use Staff notebook/schedule overlap to communicate |
|  | Partner to create monthly work schedules |

|  |  |
| --- | --- |
| **Interlibrary Loan/ VCat / Courier** | **Outreach Assist – Team Planning and Implement** |
| Monitor Wiscat loans and borrowing  Call patrons when items arrive | Black River View Apartment monthly book tote, exercise time |
| Prepare courier/process incoming courier | Group homes – tote delivery, read to them |

|  |  |
| --- | --- |
| **New Items/Old Items** | **Computers** |
| Process books, DVDs, Audiobooks, magazines | Sanitize keyboards, mice, and tables daily |
| Edit Office 365 spreadsheets for DVDs / YA / C FIC | Maintain neat signage & computer sign-in sheet |
| Place/Clean DVDs in repair status /Replace cases | Enforce age / time limits/ PC and Internet policy |
| Repair/Note damage in books per guidelines | Troubleshoot problems |
| Delete obsolete items | Assist patrons |

|  |  |
| --- | --- |
| **Programs hosted by/at the Library** | **Cleaning of Library/Equipment/ Furniture** |
| Keep track of Summer Reading Logs | Vacuum / Dust / Mop / Clean Restroom |
| Help with class visits/ book talks | Deep dusting of shelves annually |
| Create flyers and sign-up sheets | Straighten shelves / correct order |
| Assist in planning ideas, process, implementation | Clean Kid Zone furniture/toys/beanbags |
| Team Plan monthly Saturday program activities | Wash windows / Door window |
|  | Empty garbage/recycling/Set bins out |

**Supervisory authority:** Supervises patrons on computers and general public within the library

**Special working conditions:** indoors, seated, extended standing, walking, sitting, talking, hearing, bending, reaching, stooping, and carrying items to/from storage in basement.

Must be able to transport self to work and to outreach locations. Lifting over 50 pounds is encountered. Chemicals are used to sanitize equipment, dust, and clean the restroom.

**Minimum qualifications:**

High School diploma or equivalent

Customer Service experience

Excellent verbal and written communication skills

Able to manage many tasks in a busy library

Able to speak in a quiet voice

Work well with other staff as a team

Strong computer and technology skills including MS Office applications

Operate multifunction copier

Able to troubleshoot issues with circulation station and assist others with problems

Physical mobility to carry, reach, bend, use ladder and stairs

General math skills and making change

Enthusiasm for Books

Creativity for displays and program activities

Driver’s License