



## **PROGRAMMING ASSISTANT LIBRARIAN (PART-TIME)**

### **JOB DESCRIPTION:**

#### **Essential Job Functions:**

- Leads the planning and execution of Library programs for adults; coordinates programming with the youth services team when appropriate.
- Ensures the Library event calendar is up to date.
- Participates in and represents the library in community relations activities.
- Plans, publicizes, and presents programs, overseeing other staff and volunteers in this area.
- Monitors programming costs to ensure they remain within budget.
- When needed, assists other library departments with tasks or projects including circulation, technical services, and youth services.
- Assists in writing newspaper articles.
- Greets and assists Library patrons with a welcoming demeanor.
- Effectively performs all circulation functions including checking items in and out; updating patron records; creating cards for new library patrons.
- Helps patrons search for and request interlibrary loans using the online catalog.
- Assists patrons with library equipment, including photocopiers, computers, printers.
- Assists patrons with using the online catalog, internet, and online resources.
- Collects and processes charges for damaged items, out of town cards, or printing.
- Answers phones in a courteous and professional manner.
- Answers basic questions and refers more complex questions to appropriate staff as needed.
- Enforces Library Conduct and Borrowing policies when appropriate, informing administration of infractions when necessary.
- Abides by all Library policies including the ALA Freedom to Read Statement and the Library Bill of Rights.
- Performs other duties as necessary.

#### **Qualifications:**

- A strong commitment to customer service is essential.
- Ability to create positive working relationships and successful collaboration with co-workers.
- Ability to communicate effectively verbally and in writing.
- High degree of flexibility and ability to frequently change focus.
- Exemplary organizational skills and attention to detail.
- Excellent public service rapport and patience when working with people of all ages and abilities.
- Ability to meet deadlines and willingness to reprioritize as needs evolve.
- Ability to balance multiple tasks associated with the day-to-day services of the library.
- Comfortable using computers, the internet, digital resources, and online platforms to perform circulation functions and assist patrons with general troubleshooting and the use of online resources.
- Good knowledge of current office practices and procedures.

- Ability to analyze situations accurately and to adopt an effective course of action.
- Library skills sufficient to accomplish the duties listed above, “transferable” skills, or the ability to learn those skills. In particular, the ability to learn the use of the Dewey classification system, and other library procedures is required.
- Creativity and artistic ability is a plus.
- Sense of humor is essential.

### **Job Specifications:**

- **Education and Experience:** A Bachelor’s degree from an accredited college or university is preferred. A high school diploma (or equivalent) and applicable work experience may be substituted. Experience in Sierra library software is highly desirable.
- **Physical Requirements:** Performs duties under typical library conditions. Position requires frequent physical effort, such as carrying books (20-30 lbs), pushing book carts (up to 150 lbs), bending, stretching, grasping, etc. to retrieve library materials. Able to view computer screens for extended time periods and to operate computers, telephones, photocopiers, printers and other office equipment.
- **Reports to:** Assistant Director
- **Schedule:** 15-20 hours a week. This position will include evening hours and Saturdays in rotation. While we will strive to provide a predictable schedule, flexibility is a must.
- **Compensation:** \$19.00 to \$21.68 per hour, depending on qualifications and experience. This position includes paid leave.