**BELLE PLAINE PUBLIC LIBRARY**

**Job Description**

**Position Title**

 Part Time Library Assistant – Evening/Weekends

**Starting Pay Rate**

 $8.00-$9.50/hr depending on qualifications and experience

**Nature of Work**

 The Belle Plaine Public Library is searching for a creative, energetic, and resourceful individual who is committed to customer service.

**Hours**

This position has approximately 8-10 regularly scheduled hours each week, including evenings and weekends. Weekday hours may be available when other shifts need covered. The current hours that the position would include are:

 Monday 6:00-8:00pm

Tuesday 4:00-6:00pm

 Thursday 6:00pm-8:00pm

 Friday 4:00-6:00pm

Saturday 10:00-Noon \*Every Other Weekend\*

**Essential Functions of the Job**

**As a Library Assistant functions may include, but are not limited to, the following:**

* Open and close the library including ensuring the building is secure. Prepare the library for daily patron use.
* Greet guests and provide directional assistance;
* Explain library circulation policies and procedures to patrons, and assist them with check out, computer, printer, or other equipment problems;
* Maintain patron privacy and confidentiality according to library policies;
* Issue and maintain patron library cards. Collect fines and fees and maintain accurate records of the same;
* Check materials in and out using a computerized online system. Clear book drop on a regular basis. Assist with holds and requests to purchase materials and inter-library loan requests;
* Shelve library materials when needed;
* Perform reader’s advisory assistance to guests using local materials, online resources and other appropriate tools;
* Refer difficult or unusual problems to Director;
* Build and maintain positive working relationships with co-workers, other City employees and the public as needed using principles of good customer service;
* Assist with planning and implementation of library events and programs as assigned;
* Perform other related duties as assigned.

**Knowledge, Skills and Abilities**

**Knowledge:**

* General public library services, organization and function;
* Basic public desk etiquette;
* English usage, spelling, grammar, and punctuation;
* Be comfortable working with and learning more about smart devices, social media sites, Google Drive, Microsoft Office programs, and other current technologies;

**Abilities:**

* Must have the ability to work with, and build rapport, with all age groups including young children and teens;
* Ability to perform a variety of duties with minimal supervision;
* Must have the desire and ability to serve the public in a calm and professional manner;
* Prioritize and coordinate several work activities at once when working alone in the library.

**Physical Demands:**

* Must possess the mobility to work in the library setting which includes the ability to stand, squat, stoop, stretch, lift, carry, shelve and retrieve books and materials (generally not exceeding 50 lbs.) from shelves and storage locations. Must be able to push a book truck weighing up to 100 lbs.;
* Must possess the ability to communicate effectively with the public both in person and over the telephone;
* Finger dexterity is needed to access, enter and retrieve data using a computer keyboard.

**Minimum Qualifications**

 **Education:**

* a. Requires high school diploma or GED.
* b. College degree preferred.

**Experience:**

* a. Requires direct customer service work experience.
* b. Prefer two years of direct customer service work experience

**NOTE:**

 **This job description describes the nature and level of assignments normally given in this position. It is not an exhaustive list of duties. Employees may be expected to perform additional related duties which are specific to their area that may not be reflected in this description. Position will be open until filled.**