

## JOB POSTING



**Position:** Library Assistant – Youth Services

**Status:** Non-Exempt

**Range:** \$10.25 – \$15.50

**Reports to:** Head of Youth Services

**Supervises:** None

## JOB SUMMARY

Incumbents in this position are expected to sort returned material according to classification code and return material to the shelves, files or other designated areas as required. Library Aides will monitor shelving and other areas to verify that material is displayed in its correct order according to Library standards. Incumbents will also assist professional library staff with inquiries and refer patrons to professional library staff when needed. Library Aides can also assist patrons with electronic equipment. Additionally, incumbents can be responsible for assisting with or running programs, including planning, setup and tear down when needed.

## ESSENTIAL JOB FUNCTIONS

1. Sorts and shelves returned material according to classification code and need for repair, and return them to shelves, files or other designated storage area.
2. Verifies books are shelved in order according to current library standards.
3. Sorts and shelves new material.
4. Communicates courteously and promptly in face-to-face interactions with the general public.
5. Assists professional library staff with inquiries and refers patrons to professional library staff when needed.
6. Assists patrons in use of electronic equipment.
7. Operating a computer utilizing a Windows operating system.
8. Check-in, check-out, review, or reserve of library material.
9. Answers the telephone and handles a multi-line phone systems.
10. Maintains and processes material.

11. Clean-up of material in meeting rooms, public areas, teen room, and preschool room.
12. Assists librarians with programming, plans and runs programs with librarian's guidance.
13. Other duties as assigned.

## KNOWLEDGE, SKILL AND ABILITIES

1. Ability to communicate effectively in written and oral form.
2. Ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
3. Ability to perform detailed work in a highly detailed manner.
4. Ability to work independently.
5. Ability to handle multiple projects and assign priorities.
6. Must be able to read, write and understand the English language.
7. Must be able to operate office equipment including management tools (Windows applications, databases, etc.).
8. Ability to operate a variety of library equipment including a computer, and copy machine.
9. Visual acuity and physical skills necessary to retrieve library materials from shelves and storage areas, maintain library materials and operate equipment. The incumbent is required to have the physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds.

## WORKING CONDITIONS

1. Generally will work within a normal office environment with minimal discomfort due to extreme temperatures, dust, and noise.
2. Job requires walking, standing, sitting, bending, stooping and reaching. Requires the use of a video display monitor, keyboard, and mouse.
3. Employees may interact with upset staff and /or public and private representatives in

interpreting and enforcing library policies and procedures.

4. Work hours may be varied.

## EDUCATION, EXPERIENCE AND TRAINING

1. Must possess a High School Diploma or G.E.D. Certificate.
2. Customer service experience is preferred.
3. Computer experience is required.

Interested individuals should submit a job application to:

Human Resources,  
Portage District Library,  
300 Library Lane,  
Portage, MI 49002

or send e-mail to: [jobs@portagelibrary.info](mailto:jobs@portagelibrary.info).

For additional information, please call Rob Foti at (269) 585-8702. Visit the Portage District Library's website at [http://www.portagelibrary.info/about/employment\\_opportunities/](http://www.portagelibrary.info/about/employment_opportunities/) to access job openings and applications.

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