Spring Green Community Library
LIBRARY ASSISTANT
Position Description
Updated October 2021
Wage Range: $9 - $14 hourly

General Description:

Work as part of a team to support the overall mission of the library and effectively provide library services. This position reports to the Library Director. This position includes rotating and various work shifts including evenings and weekends.

Essential Job Duties:

- Serve as greeter and primary point of contact for patrons at service desk
- Perform circulation functions including checking materials in/out, processing applications, retrieving materials, processing deliveries, and collecting fees
- Provide patron-focused reference and reader's advisory services
- Actively promote library services, material circulation, and programs
- Assist patrons in understanding library services, procedures, resources and systems/technology
- Assist patrons in the use of computers and software
- Troubleshoot equipment problems.

Other Duties:

- Maintain a safe and welcoming library environment
- Assist in collection maintenance and management
- Schedule community room and assist users with access
- Contact users via telephone or email as needed
- Update calendars in a variety of formats
- Assist with library programs and displays
- Answer directional questions in the library
- Maintain familiarity with library programs, policies, procedures, technology and related developments
- Maintain expertise through professional literature, webinars, or workshops
- Serve on committees and attend meetings as requested
- Develop procedures and solutions for library operations
- Modify records in the SCLS catalog
- Provide instruction or tours to patrons on the use of library resources
- Organize community informational materials
- Coordinate and maintain interlibrary loan materials and records
- Perform other duties as assigned

Competencies:

- Enhance the patron's experience through exceptional service
- Communicate effectively with other staff and the public
- Learn and integrate library technology and procedures
- Perform basic troubleshooting skills

Education and/or Other Requirements:

- Proficiency with Microsoft Office programs including Word and Excel
- Proficiency with the internet, social media, e-books, personal devices, and emerging technologies

Physical Requirements:

- Ability to see, walk, sit, bend, stoop, kneel, crouch, stand, talk and hear on a frequent basis
- Ability to push full carts and lift materials as needed
- Ability to read, write, and communicate fluently in English
- Dexterity to perform data entry on a computer, laptop, iPad, or other electronic device

Note:

This job description describes a general category of jobs. In order to meet the needs of the Spring Green Community Library, employees may be assigned other duties, in addition to or in lieu of those described above, and any duties are subject to change at any time.

The Village of Spring Green is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Library will review any reasonable request for accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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