

Cedar Grove Public Library

Programming Library Assistant

The position of the Programming Library Assistant is part-time and is supervised by the Library Director. The duties of the Programming Library Assistant will include Circulation desk duties while also planning and implementing Library programs. Additional responsibilities may be assigned as needed.

Hours

This position will include daytime, evening, and weekend hours. The Library Assistant shall be willing to accommodate schedule changes upon request and based upon the needs of the library.

Library Programming Duties

Assist in development, and implementing educational and recreational programs for children, teens and adults.

Assist with outreach services to community.

Prepare displays, bulletin boards, book lists and informational materials.

Submit written request for supplies needed for programs.

Circulation Desk Duties

Performs routine circulation desk tasks.

Answer reference questions.

Assist patrons in finding and using library resources, including books, and library technology.

Assist with cataloging, collection management and Inter-Library Loan processes.

Shelve library materials in the correct location.

Process, mend, and clean library materials prior to circulation.

Assist with the establishment and maintenance of accurate patron records.

Process overdue notices per library policy and procedure.

Knowledge, Skills, and Abilities

Working knowledge of library methods and procedures.

Attention to detail.

Ability to assist the public in a professional, friendly, and responsive manner.

Ability to operate library machinery correctly.

Willingness to continue learning new skills.

Strong knowledge of English grammar, spelling, and reading comprehension.

Strong customer service skills.

Considerable knowledge of books and authors from different genres and a desire to share books with others.

Physical Demands of the Position

Sitting, standing, walking, climbing, and stooping.

Bending/twisting and reaching.

Talking and hearing; use of the telephone.

Far vision (20 feet or further); near vision (20 inches or less).

Handling: processing, picking up, and shelving books.

Fingering: typing, writing, filing, sorting.

Pushing and pulling objects weighing 60-80 lbs. on wheels.

Lifting and carrying 50 lbs. or less.

Mobility: travel to meetings outside the library.

Tools and Equipment Used

Computer terminals and printers

Audio-visual equipment

Library automation software

Online databases

Telephone

Copier

Fax Machine

Microsoft Windows Office Suite

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. It indicates the kinds of task and levels of work difficulty required for this position.

The position description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.