

Library Assistant

The Cambridge Memorial Library is seeking a part-time library assistant. This position will be scheduled approximately 5 hours a week and up to 10 hours. Candidates must have high school diploma or GED, and be willing to work some weekends (Friday and Saturday). Starting pay is \$10/hour.

Job Duties:

- Proactively assists patrons with finding materials and using library resources and technology, including computers, literacy station, and copy machine
- Perform circulation duties including checking books in and out, sorting and shelving books, and keeping circulation records
- Process new library materials
- Create take and make kits for distribution to patrons
- Assisting patrons in person, as well as on the phone, via email or live chat
- May assist with library programming for all ages
- Performs opening and closing duties as needed.
- Clean and sanitize hard surfaces of library

Success Factors:

- Maintain knowledge of current holdings and library resources, both print and electronic.
- Actively learn and apply library policies, procedures, and related skills.
- Demonstrate effective public service skills, understand public library operations, and support "patron first" practices.
- Consistently show a professional, courteous, and helpful attitude toward all patrons, in a variety of patron service situations.
- Actively greet and offer assistance to the Library's patrons and staff.
- Create positive experiences for library patrons by effectively and efficiently performing job tasks.
- Attentive to the library's standards for customer service, accuracy, quality, efficiency and all library policies and procedures ensuring that all work performed meets those standards

Requirements:

The requirements listed below are representative of the skills, abilities and demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to perform several tasks concurrently under varying deadlines
- Ability to exercise tact, good judgment, and initiative in dealing with children, young adults, and adult patrons
- Skill in operating and troubleshooting computers and copy machines, and other technology
- Ability to communicate clearly and concisely, both orally and in writing including clear, polite telephone communication skills
- Demonstrate proficiency in the use of Microsoft Word and Excel
- Ability to work efficiently under minimum supervision
- Ability to lift up to 20 lbs.

Interested candidates should complete an application and drop off at the library or email to ecoughlin@cambridge.lib.ia.us.