



POSITION AVAILABLE: Library Assistant (Silverstone Branch)

Job Title: Library Assistant

Pay Type: Hourly

Status: Part-Time

Pay Rate: \$13.02

Hours per week: 19 or as needed based on business needs

Benefit Eligibility: Not Eligible for Benefits

Position Close Date: Open Until Filled

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The Library Assistant works with a team of individuals to provide consistent, dynamic, and excellent customer service to library patrons. The successful candidate will assist with the daily operations of the branch and perform related duties as assigned.

Duties and Responsibilities

Essential

Provide excellent customer service to library patrons. Register new library patrons and issue patron cards; update patron records when appropriate. Check out and renew items. Receive and check in items returned and prepare them to be shelved or sent in delivery to other locations; resolve fines and fees when appropriate. Provide informational assistance to patrons and refer questions as needed. Make decisions based on library policies and procedures. Assist with technology questions including Microsoft Office, internet, faxing, job searches and social media needs. Troubleshoot common lab and internet problems. Answer questions about operating e-readers and mobile devices for the library's electronic materials. Provide reference assistance utilizing library and state databases, library materials, and quality online sources. Provide reader's advisory services.

Sort and shelve materials according to Dewey Decimal Classification. Maintain order of items on shelves. Maintain physical appearance of library.

Develop and provide library programs for children, teens, or adults. Plans, designs, and implements programming. Promote library collections and services by publicizing, planning, and conducting programs for specified age group.

Marginal

May represent the library at community events and perform other outreach activities outside of the library (i.e. school visits).

Performs other duties as assigned.

Working Conditions

Physical Requirements: The job requires the employee to constantly stand, twist/turn, maintain flexibility, hear, listen, see, and speak clearly; frequently stoop/bend and walk; perform manual dexterity movements; seldom sit, kneel, crawl, and balance. The job also requires the employee to lift and carry 10-25 lbs; reach at, above, and below shoulder height; grasp objects weighing 10-25 lbs.; push and pull objects weighing 50 lbs.

Mental Requirements: The job requires the employee to read, write, perform clerical duties, comprehend and use perception, perform alphabetical and numerical sorting/filing, and perform basic math.

Technology, Equipment, and Devices: The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, library systems and databases, email and cloud environments, and social media. The job requires the employee to operate and occasionally troubleshoot general office equipment as well as smartphones, tablets, e-readers, gaming equipment, new consumer technology, and book carts. This position may require operation of a vehicle on behalf of the District.

Work Environment: The job requires the employee to be subjected to repetition, working alone, working around others, verbal contact with others, face-to-face contact, inside environments, mechanical equipment, and moving objects.

Expected Hours of Work: The job requires employee to work a varied schedule, including days, evenings, and weekends (Saturday and Sunday). Position schedule is subject to change at any time at the discretion of management.

Expected travel: The job requires limited travel for training and conference activities.

Minimum Qualifications

Knowledge, Skills, and Abilities: Proficient with standard Microsoft applications (including Office applications), online library automation system and online searching. Understands the role of technology in providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies.

Exemplary customer service and desire to work in a public service role. This position requires excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, and coworkers. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations.

Experience: 1-2 years experience in library, event-planning, education, retail or customer-service related position or similar experience.

Education: High School Diploma or G.E.D., or equivalent combination of experience, education, or training.

Training, Licenses, or Certifications: None

Supervisory Responsibility: None

Preferred Qualifications: A college degree or 2 years of postsecondary education, or equivalent education, training, or experience. Bilingual, preferably Spanish-English, Russian-English, or other languages. Desired personal attributes

include: a positive approach to interacting with the public, a continuous desire to update technology skills, and a sense of humor. Familiarity with e-readers, mobile devices, and library's digital content.

Disclaimers: The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.