



Assistant Librarian: Access Services

(This position is non-exempt from FLSA regulations)

Nature of work: Under the supervision of the Public Services Director, the Assistant Librarian for access services will help patrons of all ages with their accounts and circulation of materials, while promoting all Library services and programs. This is a paraprofessional level position that also requires some office management and cross department duties.

Essential Responsibilities:

1. Perform all procedures at the circulation desk including the circulation of all materials, registration of patrons, calculation of fines, placing patron phone calls regarding delinquent accounts.
2. Assist patrons with complex account issues and settle patron disputes.
3. Perform clerical duties including processing incoming deliveries, overseeing supplies and reorders, sorting/distributing the mail and shredding or filing confidential files.
4. Maintain the supply of forms kept at the circulation desk, book inserts, or regular library promotional materials displayed at the kiosk and near the public service desks.
5. Perform errands when necessary (drive to the local banks, grocery store, Chamber of Commerce etc.)
6. Serve as a substitute for the other circulation staff members or assistant librarians, when necessary.
7. Assists with the development, maintenance and promotion of new Library resources.
8. Recommend items to add to the collection based on observations, patron inquiries, professional journals and other sources.
9. Assist the Librarians with the de-selection of materials.
10. Assist the Librarians with all library programs, promotions or outreach activities.
11. Conduct on-going shelf reading and shelf straightening throughout the Library.
12. Assists all staff to maintain a neat, orderly appearance of the Library in general.
13. Assist in monitoring the behavior and conduct of library patrons and enforcing the UMPL policies.
14. Other paraprofessional duties as assigned.

Job Requirements:

1. Knowledge: This position requires a working knowledge of library principles, organization, operations, procedures and excellent computer skills with familiarity with Microsoft Office.
2. Skills and Abilities: This position requires strong customer service skills and an understanding of the Polaris ILS software; ability to perform a variety of duties without supervision, to communicate orally and in writing, to follow written and verbal instructions; ability to establish and maintain effective working relationships with coworkers, supervisors and the public.
3. Education and Experience: The above knowledge, skills and abilities are typically acquired through a bachelor's degree in liberal arts or library science, and some experience in library operations.

Physical Demands

- Frequent walking, standing (upwards of two hours at a time) and sitting.
- Position involves lifting and carrying at least thirty (30) pounds and the ability to push at least one hundred (100) pounds on wheels.
- Extensive bending, stooping, pulling, reaching, handling and feeling.
- Manual dexterity; ability to operate computer keyboard and mouse.
- Good vision; correctible to 20/20 and in color.
- Clear speaking voice and good hearing.

General Requirements for All Library Employees

- Ability to project workplace image of specific job title.
- Ability to adapt to change.
- Ability to develop and maintain positive working relationships with co-workers.
- Ability to comprehend and follow library policies and procedures.
- Ability to develop an awareness of library-wide operations.
- Ability to exercise good judgment at all times.
- Ability to meet physical requirements of specific job title.
- Participates in monthly staff and department meetings

Compensation:

- Hourly wage of \$15.00
- Two paid sick days per year

Regular Shifts:

Tues. 6:00 P.M - 9:00 P.M.; Wed. 9:30 A.M.-1:00 P.M.; Thurs. 1:00 P.M. - 5:00 P.M.; Fri. 1:00 P.M. - 5:00 P.M.; and Sat. 10:00 A.M. – 5:00 P.M.

***Send cover letter and resume (pdf required)
with the subject "OPEN POSITION" to
cgilmore@mclinc.org by Friday, November 3.***