

## **Greenwood Public Library**

### **Job Title: Greenwood Public Library Assistant**

#### **Summary of Job:**

Perform a wide variety of public library/technical services to patrons/visitors. Ensure daily operational needs of the library are met regarding circulation, interlibrary loan, processing items, displays, and inventory spreadsheets. Active participation in planning outreach programs, school partnerships, and scheduling. Maintain positive relationships through communication with other library staff, outreach personnel and school staff/students. Providing input for making the library a better place. Offer suggestions and state problems to other staff. Operation of a multifunction copier.

#### **Job duties: These duties are shared between employees**

<b>Patron Services</b>	<b>Circulation Desk</b>
Assist with book requests/place holds	Auto patron renewal list
Copying/Faxing/Scanning / Answering telephone	Patron request lists
Assist with patron computer use	Check-in and Check-out / Backdate
Orientation for new patrons / update brochures	Shelve items / Wipe soiled items
Maintain patron registration binders	Use Amazon, KDL, Good Reads, AR Book Finder
Teach use of OverDrive and VCat online sites	Maintain 1000 Books Before Kindergarten Files
Create displays for Kid Zone and Main Areas	Maintain New Item booklet for patron viewing
Kid Zone Bulletin Boards/Update White Boards	Collect money for fine/bill/copies/faxes/sales
Uphold confidentiality regarding patron issues	Enforce library policies
Reader's Advisory-all ages	Reference questions via email/phone (genealogy)
Operate Hearing Loop	Edit Outlook calendar as needed
Manage conflict with all ages related to library issues	Use Staff notebook/schedule overlap to communicate
	Partner to create monthly work schedules

<b>Interlibrary Loan/ VCat / Courier</b>	<b>Outreach Assist – Team Planning and Implement</b>
Monitor Wiscat loans and borrowing Call patrons when items arrive	Black River View Apartment monthly book tote
Prepare courier/process incoming courier	

<b>New Items/Old Items</b>	<b>Computers</b>
Process books, DVDs, Audiobooks, magazines	Sanitize keyboards, mice, and tables daily
Edit Office 365 spreadsheets for DVDs / YA / C FIC	Maintain neat signage & computer sign-in sheet
Place/Clean DVDs in repair status /Replace cases	Enforce age / time limits/ PC and Internet policy
Repair/Note damage in books per guidelines	Troubleshoot problems
Delete obsolete items	Assist patrons

<b>Programs hosted by/at the Library</b>	<b>Cleaning of Library/Equipment/ Furniture</b>
Keep track of Summer Reading Logs	Vacuum / Dust / Mop / Clean Restroom
Help with class visits/ book talks	Deep dusting of shelves annually
Create flyers and sign-up sheets	Straighten shelves / correct order
Assist in planning ideas, process, implementation	Clean Kid Zone furniture/toys/beanbags
Team Plan monthly Saturday Story Time activities	Wash windows / Door window
	Empty garbage/recycling/Set bins out

**Supervisory authority:** Supervises patrons on computers and general public within the library

**Special working conditions:** indoors, seated, extended standing, walking, sitting, talking, hearing, bending, reaching, stooping, and carrying items to/from storage in basement. Must be able to transport self to work and to outreach locations. Lifting over 50 pounds is encountered. Chemicals are used to sanitize equipment, dust, and clean the restroom.

**Minimum qualifications:**

- High School diploma or equivalent
- Customer Service experience
- Excellent verbal and written communication skills
- Able to manage many tasks in a busy library
- Able to speak in a quiet voice
- Work well with other staff as a team
- Strong computer and technology skills including MS Office applications
- Operate multifunction copier
- Able to troubleshoot issues with circulation station and assist others with problems
- Physical mobility to carry, reach, bend, use ladder and stairs
- General math skills and making change
- Enthusiasm for Books
- Creativity for displays and program activities
- Driver's License