

Job Description:
Library Assistant/Computer Specialist



Duties and Responsibilities-

Patron Services and Customer Service:

- Assists patrons with general reference and reader's advisory service.
- Assists patrons with use of library computers, and e-book readers.
- Serves the public at the circulation desk and helps with all duties related to check in and check out of materials, issuing library cards, calling patrons, processing delivery.
- Maintains professional conduct appropriate to a public setting, and can handle tough situations with the public as necessary.
- Preserves library confidentiality regarding patron and staff records.

Library Collection:

- Assists with maintenance of the library collection including running reports.
- Assists with ordering and weeding of library materials.
- Creates and stocks displays promoting library materials.

Computer Specialist:

- Assists with maintenance of the library computers and with the design and maintenance of the library website, as well as social media.
- Troubleshoots all technology related questions.
- Maintains computers and printers, and orders supplies for library machines.

Programming:

- Plans and implements library programs, overseeing all aspects of the event.
- Designs and publicizes monthly activity calendars, signage for programs, and activity boards.
- Submits information to local media outlets, prepares press releases.
- Performs outreach and positive promotion of the library in the community.

Other:

- Assists Library Director with various projects and tasks as needed.
- Provides training and /or team leadership.
- May be assigned to act as supervisor in Director's absence.
- Participate in continuing education opportunities, attend conferences and meetings.
- Performs other tasks as assigned by the Director.

Necessary skills and abilities:

- Bachelor's Degree in related field or equivalent combination of training and library experience.
- Knowledge of research methods.
- Ability to work with computers and various software applications.
- Ability to deal appropriately with the public.

- Ability to accurately read written materials and follow written and oral instructions.
- Can communicate clearly and concisely, both written and orally.
- Ability to work independently and establish effective priorities.
- Operate a cash register, copy machine, fax, and laminator.
- Physical ability to lift up to 40 pounds; ability to push heavy book truck, ability to place materials on shelves above shoulder level and below knee level.

Performance Standards:

- Ability to perform tasks as stated correctly in the time allotted
- Appropriate behavior with the public and other staff members

Rate: \$13.30/hour to start

Hours: 18 per week

Please submit an application, cover letter and resume by August 28, 2017 to:

Karen McKinnon, Library Director
Leighton Township Library
4451 12th Street PO Box H
Moline MI 49335

Or electronically- molkmk@lcoop.org