

Rock Springs Public Library

Library Assistant Job Description

General Purpose

Under the supervision of the Library Director, perform circulation department duties; assist with collection management; and assist with planning and implementing services and programs for users of all ages.

The Library Assistant position is part-time (13-15 hours per week) and is eligible for paid time off.

Work schedule is subject to change but includes Tuesdays 2-6, Wednesdays 10-2, and Thursdays 2-6.

Note: Library Assistant hours may increase when the new library facility opens.

Starting Wage: \$11.50 - \$12 / hour based on experience

Essential Job Functions and Responsibilities

1. Provide direct assistance to library users in person or by phone, including checking items out and in; assistance meeting information needs; instruction using the internet, library database and SCLS online resources; readers advisory; and basic computer troubleshooting
2. Perform opening and closing procedures
3. Complete pick lists and assist with other collection maintenance tasks
4. Process new materials as they come in, and assist with weeding existing materials
5. Provide program assistance including planning, promoting and implementing youth & adult programs
6. Regularly communicate with supervisor to discuss plans, share information, and receive direction
7. Other duties as assigned

Physical Demands

1. Requires hand-eye coordination
2. Sit or Stand for long periods of time
3. Bend, squat, stretch, and twist frequently
4. Lift and/or carry up to 25 pounds frequently
5. Climb stairs

Qualifications & Abilities

1. Excellent interpersonal skills and ability to foster and maintain cooperative and courteous working relationships with patrons and staff
2. Maintain security of confidential matters and materials
3. Knowledge of computers and peripherals, Microsoft Office, social media, library databases, and the internet. Skill in the use of other equipment such as phone, fax, copier, video projection equipment, etc.
4. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as appropriate
5. Strong organizational and communication skills
6. Enjoys learning as well as teaching
7. Demonstrates creativity, flexibility, and a positive attitude

8. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities
9. Requires a high school diploma or equivalent
10. Working knowledge of English grammar and spelling. Knowledge of Spanish helpful
11. Public Library experience and community involvement preferred
12. Demonstration of good character as determined through a background investigation

About the Library

The Rock Springs Public Library is a small rural library in Sauk County. We are dedicated to serving our community and offering quality programs and materials for adults and youth. Currently located in the lower level of St. John's Church in Rock Springs after flooding in 2018, we are planning to move into a new facility Summer 2021.