

Two Harbors Public Library

Library Assistant – Children’s Services

Part-time Employee (24 hours/week, includes some evenings and weekends)

Salary: base salary \$12.50/hour, some benefits accrue

Application Deadline: Friday, November 8th, 2019

The Library Assistant will be responsible to the Library Director for the following routine duties and assigned projects necessary for the successful operation of the public library:

Job Description:

Childrens’ Services

- Plan, execute, and evaluate children’s events and reading programs at the library in keeping with early literacy guidelines
- Assist in selection and maintenance of high-quality and popular children’s materials
- Promote library resources to children and their families

Circulation

- Handle circulation questions, collect fees and contact patrons by phone or email when needed
- Keep usage statistics when requested; generate reports such as overdues, requests, and missing items
- Register new borrowers and renew registrations
- Charge, discharge and shelve items; locate and route requested materials
- Explain library services and policies to patrons when needed

Reference

- Research and answer brief and detailed reference requests
- Obtain materials not owned by library through ALS borrowing and Interlibrary Loan

Reader's Advisory and Promotion of Library Resources

- Assist patrons in selecting and locating materials
- Demonstrate use of Online Public Access Catalog and other online resources
- Set up displays, create signs and advertisements
- Assist in preparing press releases, book lists, social media posts, and other library publicity

Technical Services

- Help select, catalog, and process new materials
- Identify and process materials to be removed
- Assist in maintenance of library catalog
- Repair damaged or worn materials

Other duties as assigned by Library Director

Duties demand such basic skills as typing, filing, interviewing patrons, and handling phone transactions. Knowledge of books, serials, audio-visual materials and online resources is very important. Duties will include taking responsibility for specific areas of operation and may include assisting in training of volunteers or Library Aides. Duties will include using a variety of computer software and periodically learning new software. The employee must exhibit a positive attitude toward the library and its services. The employee must be helpful and professional when serving library patrons.

REQUIRED SKILLS:

- The ability to file and retrieve materials in alphabetical/numerical order
- The physical ability to lift and carry loads of 40 pounds
- Proficiency in computer usage: online, social media, data entry, ability to learn new computer skills

REQUIRED EDUCATION:

- High School diploma or equivalent
- At least one college-level Library Science course, or, with approval of the Library Director, library training to be completed within one year.

PREFERRED QUALITIES:

- Previous library experience
- Previous public service experience
- Bachelor's degree
- Previous computer experience