

Muhlenberg Community Library Job Description

Position Title: Library Asst./Adult Programming	Reports To: Assistant Director & Director
Date: September 6, 2019	Wage Category: Non-Exempt

General Position Description

The Library Asst./Adult Programming is an hourly position, reporting directly to the Assistant Director and Library Director. The primary responsibilities include circulation desk duties--including checking in and out library materials, issuing library cards, collecting fines/fees, assisting patrons, and maintaining the appearance and cleanliness of the library. Additionally, each library assistant is assigned back office duties that are necessary for the smooth running of the library.

The Library Asst./Adult Programming must be knowledgeable in the current workings of a public library system and must possess strong interpersonal skills and knowledge of current popular authors, books and movies.. Excellent customer service skills required.

This is an hourly, part-time position as outlined by the U.S. Department of Labor, Fair Labor Standards Act (FLSA), Regulations 29 CFR Part 541.

Essential Functions

Circulation

- Works at circulation desk.
- Charges and discharges library materials, issues library cards, and collects fines/fees.
- Responds to patron requests both in person and over the telephone in a timely manner.
- Answers patron questions regarding library circulation policies and procedures.
- Greets and directs patrons in the library.
- Does typing and filing.
- Sorts and routes mail.
- Shelves inventory, identifies overdue and damaged materials; searches shelves for overdue, missing and/or lost materials.
- Assists patrons with ready-reference questions, reader advisory, bibliographic instruction, and database searching.
- Assists patrons with mechanical operations of library equipment.
- Pulls and sends out Hold List materials.
- Retrieves, separates and check-ins materials deposited in the book drops.
- Responsible for maintaining the appearance and cleanliness of the library.
- Responsible for monitoring reserved items.
- Creates monthly displays.
- Performs opening and closing procedures as needed.
- Deals with disruptive or problem patrons and enforces library policies as needed.
- Attends staff meetings, workshops and seminars as appropriate.
- Performs other duties as assigned.

Programming

- Determine programming of interest to adult audiences.

- Develops and implements adult programs.
- Evaluates programming events.
- Plans special programming events.
- Presents a Program Plan that projects the programs scheduled for 6 months to 1 year in advance
- Assists as needed with fundraising efforts, specifically fundraising programs.
- Works with Children's Programming Asst. to coordinate Summer Reading Program.
- Tracks and reports statistics for programming events.
- Develops outreach programs for populations not currently being reached.
- Attends program team meetings, workshops, seminars, etc. for Continuing Ed credits
- Assists with the planning and running of the grants and other large-scale programs.
- Plans at least one special adult program for each month.
- Implements, or assists in implementing, at least one special adult or all ages program for each month on a Saturday.

Publicity/PR

- Creates displays and signs
- Create flyers, posts, brochures for programs
- Assists in advertising and publicizing all programs
- Help to manage and update the library's Facebook page
- Coordinates Outreach efforts
- Communicates to the staff, board members, and public all library programs and events.

Knowledge, Skills and Abilities

- Working knowledge of professional public library principles, practices, functions, methods and administration.
- Strong interpersonal skills.
- Competency in the use of office equipment and computers is required.
- Working knowledge of, or demonstrated ability and willingness to learn, Microsoft Office Suite and most popular social media platforms.
- Working knowledge of reader interest levels, books, authors and reference sources.
- Working knowledge of automated library circulation systems (preferably Polaris) and online databases.
- Basic knowledge of office and personnel practices and procedures.
- Willingness to continue building knowledge and skills through on-going professional development.
- Ability to work flexible hours, including some Saturdays and evenings.

Physical Demands of the Position

- Sitting, standing, walking, climbing, stooping.
- Bending/twisting and reaching.
- Talking and hearing; use of the telephone.
- Far vision at 20 feet or farther; near vision at 20 inches or less.
- Lifting and carrying: 50 pounds or less.
- Handling: processing, picking up and shelving books.
- Fingering: typing, writing, filing, sorting, shelving books.
- Pushing and pulling: objects weighing 60-80 pounds on wheels.

- Mobility: travel to meetings outside library.

Mental Requirements

- Communication skills: effectively communicate ideas and information both in written and oral form.
- Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
- Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
- Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
- Time management: set priorities in order to meet assignment deadlines.

Environmental/Working Conditions

- Inside work environment.
- Outside work periodically for special events/outreach.
- Flexible work hours; frequent evening and weekend hours.

Education and Experience

High school diploma or GED required. A Bachelors degree preferred. Customer service experience required. Prior library experience and/or bilingual Spanish are pluses.

Hours

Hours will include weekday mornings and evenings, at least two evening and two Saturday a month. Ability to be flexible for other hours is required. Saturday hours may be for a few hours or all day depending on programming needs.

Examples of Other Duties as Assigned

A non-exhaustive list of possible other duties that may be required.

- Taking out the trash.
- Climbing a ladder to change light bulbs.
- Vacuuming and/or sweeping.
- Dusting and/or cleaning.
- Cleaning up minor messes throughout the library, including bathrooms and kitchen.
- Shoveling a few inches of snow and sprinkling salt/ice melt on sidewalks, as needed.