

**PART-TIME POSITION OPEN**

**LIBRARY ASSISTANT-PUBLIC SERVICES**

**COLUMBIA BRANCH**

(Grade UE)

**Basic Function:**

Performs a variety of standard clerical and paraprofessional duties in the public library system.

**Distinguishing Features of the Class:**

This classification requires a working knowledge of library techniques including current methods and equipment. The work is performed under general supervision.

**Characteristic Duties and Responsibilities:**

Performs Sirsi workflow functions, such as circulation and borrowing services, and other Sirsi functions such as inventory, item maintenance, etc.

Performs audio-visual bibliographic database searches for patrons.

Inventories catalogued materials using preassigned classification numbers; adds system holdings to existing records.

Resolves problems with vendors for system.

Orders and receives materials on Sirsi acquisitions system.

Attends pertinent meetings or training courses and undertakes special training activities as directed.

Processes and inspects audiovisual materials and equipment for circulation and makes minor repairs as required.

Interprets library policies and procedures to patrons.

Answers patron queries in person and on the phone, including placing requests and renewal of materials.

Assists patrons in operating machines, such as PACs, PC's, printers, and copiers, and locating information using microform equipment.

Processes incoming and outgoing interlibrary loans and packs correspondence, library materials, and other materials according to delivery destination and pre-determined categories.

Performs simple equipment maintenance.

Maintains a variety of files.

Verifies invoices for payment.

Maintains database and statistical spreadsheet reports.

May drive bookmobile and other library vehicles.

**Knowledge, Skills and Abilities:**

Ability to lift and carry items weighing up to 35 pounds, ability to keep confidential records and perform routine tasks; ability to learn library methods, techniques and computerized databases; ability to learn basic Windows and word processing skills; ability to perform basic keyboarding at 30 wpm; tact and courtesy; ability to work in a team environment; good judgment. Attention to detail.

**Education, Training and Experience:**

Requires a high school education or equivalent and up to six months of related experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. May require a valid Ohio driver's license.

**Supervisor:** Branch Manager- Columbia

**Other:** Part-time position, 24 hours per week. $12.384 per hour, Variable work schedule will include daytime, evening and weekend hours and may include working a six day workweek and/or a split shift. Library experience preferred; retail public service experience desirable. Computer keyboard skills and excellent customer service skills required. Flexibility and capable of being part of a team. Computer, filing and typing test required. Check out our “order in the library” tutorial on our employment page: [www.lorainpubliclibrary.org](http://www.lorainpubliclibrary.org), (call 440-244-1192 ext 237 for an appointment).

**Closing Date for Internal Applications:** 5 p.m., Monday, May 14, 2018

**Closing Date for External Applications:** Open until filled.

**Apply to**: Interested applicants can apply online at our web address: <http://lorain.lib.oh.us/about-lpls/employment-opportunities>.

\*LPLS EMPLOYEES MAY APPLY IN WRITING TO THE DIRECTOR PER ARTICLE VII OF THE CBA.

**EEO/AA/EQUAL ACCESS AGENCY**