



# ARCHBOLD COMMUNITY LIBRARY

## POSITION OF LIBRARY ASSISTANT

**Position available January 2, 2020**

**Will remain open until filled.**

### **Schedule and Salary**

- Part time hourly position starting at \$9.25/hour
- Average of 10 hours/week; evening and weekend availability is required.

### **Primary Functions**

- Demonstrate excellent customer service.
- Provide directional information, give reading recommendations for primarily teen and adult material, assist patrons with check in/out, register new patrons for library cards, give instructions on how to use the online card catalog, the Internet, personal devices, the fax machine, printers, copiers, and other library equipment as needed.
- Perform circulation responsibilities and related activities as needed.
- Proactively provide assistance at all service points as needed, including over the phone or via email.
- Assist with opening and closing duties.
- Assist with collection development activities such as redistribution, purchase suggestions, or preliminary de-selection.
- May serve on library committees.

### **Job Qualifications**

- High School Diploma preferred.
- 1-3 years related experience and/or training; or equivalent combination of education and experience preferred.
- Must be friendly and approachable and provide a positive library experience to all.
- Ability to speak effectively and apply active listening skills.
- Ability to read, analyze, and interpret documents such as policies and procedure manuals.
- Ability to communicate effectively when dealing with patrons or staff.
- Must have computer experience that would include MS office, the Internet, email, and ideally, the library catalog.
- Must be able to adapt rapidly and accept uncertainty.
- Must be able to multi-task, prioritize, handle confidential information, and work independently.
- Should have some knowledge of literature, particularly for teens and adults.
- Must have regular and predictable attendance.
- Must possess physical stamina to lift, bend, stand, and walk. Must have the ability to move book crates and book carts and be physically capable of grasping and lifting library materials and performing repetitive hand and arm motions for extended periods of time.

Send resumé to:

Archbold Community Library  
attn: Director Huser  
205 Stryker St.  
Archbold, OH 43502

Or email resumé to:

s.huser@archboldlibrary.org  
"Library Assistant position" in subject line

**419-446-2783**