



Library Assistant Position

Library assistants are heavily involved in specific and detailed patron services; some of the specific skills needed to be successful include:

- **Active Listening:** It's important to understand the needs of patrons to fulfill them successfully. Library assistants are expected to follow the directions of their supervisors.
- **Speaking:** To interact successfully with patrons, library assistants must be able to speak in a friendly and helpful manner, which requires speaking clearly, making eye contact, and using proper tone.
- **Interpersonal Skills:** In addition to having strong listening and speaking skills, library assistants must be able to coordinate with others, negotiate, instruct, and persuade in a courteous and diplomatic manner. These skills facilitate interactions with library patrons and colleagues, as well as with members of other departments in the organization.
- **Reading Comprehension:** Library assistants must be able to understand work-related documents as well as the nature of the materials in the library.
- **Technology:** Library assistants will regularly work with computers and the library's automated circulation system, and will also assist patrons in their use of public computers, printers, and copiers.

Additionally, library assistants are expected to utilize the Dewey Decimal Classification System, learn, and make minor decisions regarding, the rules and regulations of the library and work with minimum supervision. This position requires physical agility and strength to bend, reach, lift and carry up to 25 lbs. over 60% of the time; and extensive use of a computer terminal.

Position Requirements:

- Minimum High School Diploma or G.E.D. equivalency. Special consideration given for college degree (B.S. or B.A.), preferably with some library science course work and/or equivalent experience as Library Assistant
- Ability to interact with public in a consistent, friendly manner.

- Commitment to quality customer service, maintaining a positive attitude, and a willingness to accept change
- Willingness to work up to two evenings a week, and a fair share of weekends
- 20 – 35 hours per week

Compensation

Commensurate with education and experience (\$13 - \$15/hour)

Benefits

Paid part-time sick leave, vacation, bereavement pay, room for advancement

Closing Date

OPEN UNTIL FILLED

****Submit applications to Kelly Maloney, maloneke@marylcook.com or mail to Mary L. Cook Public Library, 381 Old Stage Road, Waynesville, OH 45068***