

Library Assistant I (Youth Services) – Waunakee Public Library

Reports To: Youth Services Manager

Work Schedule: Part time - 12 hours per week - with a strong preference for Tuesday evenings and Thursday/Friday hours plus one Saturday per month.

General Job Description

Under the supervision of the Youth Services Manager, performs a variety of routine duties associated with youth services. The position has a strong customer service component, including applying and interpreting library policies. The chief emphasis of this position is on the delivery of outstanding library service to youth and their caregivers.

Primary Duties

- Provide front-line library service to all customers; maintain appropriate decorum and atmosphere in the department's public spaces.
- Assists with planning, preparing and presenting library programs, including storytime.
- Assists in preparing publicity materials and library displays.
- Keeps the children's collection neat and organized, and makes sure books and toys are put away.
- Answers directional questions in the library.
- Contacts users via telephone or email as needed.
- Conducts shelf-reading of collection to maintain order in the collection.
- Cross trains and works in all departments as needed.
- Provides circulation services for customers, including registration and assistance with self-checkout.

Qualifications

- Ability to stay current with library technology and trends.
- Skilled in providing assistance, recommendations and guidance in the use of library services and materials for children and their caregivers.
- Able to forge strong positive bonds with primary service clientele, with visible and evident energy and enthusiasm for serving that clientele.

Physical Demands of the Position

- Sitting, standing, walking, climbing, and stooping.
- Frequently required to see, walk, sit, bend, stoop, kneel, crouch, stand, talk and hear.
- Physical dexterity to reach shelves of various heights, push full carts and lift heavy (up to 20 lbs.) containers occasionally during a work shift.
- Physical dexterity to guide customer throughout the library as needed.
- Ability to read, write and communicate fluently in English.
- Dexterity to perform data entry on a computer, laptop, iPad or other electronic device.

Mental Requirements

- Ability to understand and perform assigned library procedures and apply library policy.
- Strong customer service skills.

- Excellent written communication skills.
- Ability to work independently.
- Knowledge of computer functions and office equipment.
- Attentive to details and strives for accuracy.
- Ability to organize assigned work.

Environmental/Working conditions

- Inside work environment
- Includes evening and weekend hours

Education/Experience

- Proficiency in Microsoft Office Suite, Koha or another ILS is preferred.
- Customer service experience strongly desired.
- Some previous library experience desirable.
- Associate degree or two years of college.

The Village of Waunakee is an Equal Opportunity employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.