

ADRIAN DISTRICT LIBRARY

JOB DESCRIPTION

PROGRAMMING & OUTREACH LIBRARY ASSISTANT

POSITION SUMMARY: The Programming & Outreach Library Assistant is a paraprofessional with a broad range of duties and responsibilities. Their primary responsibility is to aid the Assistant Director and staff librarians with programming, outreach and marketing of events for all ages within the Adrian community. Additionally, a library assistant provides circulation services and technical support, and assists patrons with the use of the online catalog & other resources. This is a full-time paraprofessional position at the Library/Technology Assistant Level.

REPORTS TO: Assistant Director

SUPERVISES: No supervisory responsibility.

ESSENTIAL JOB FUNCTIONS:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

- Provides basic assistance to library patrons and works regularly scheduled shifts at the public service desks. Locates books and materials or directs patrons to requested books and other materials throughout the library.
- Assists with general opening and closing duties.
- Assists patrons in use of public access computers, internet computers, photocopier, and other library equipment.
- Gains proficiency with library's ILS (Integrated Library System, currently Atrium).
- Receives and directs phone calls and other patron questions and complaints.
- Assists with creation and distribution of marketing materials and displays.
- Under guidance from Assistant Director and staff librarians, assists with the planning and implementation of outreach events and programs for all ages.
- Participates as a member of the library's Marketing Committee and assists with website maintenance, updating the library's social media pages, assists with creation of print & email newsletters, flyers and other publicity materials.
- Assists with enforcement of library policies and in maintaining appropriate behavior in the library.
- Maintains an awareness of all library events and programs.
- Performs special projects and other job related tasks that may be assigned by the Director, Assistant Director or staff librarians.
- Position requires regular evening and weekend assignments throughout the year and the days/times worked may vary from week to week based on the schedule of library and community events.

AUTHORITY TO MAKE DECISIONS:

- Within the policies of the library, a Library Assistant should be able to make common sense judgments to assist library patrons. The Library Director, Assistant Director or Supervisor of Circulation Services should be involved in any unusual or problematic situations.

MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to speak, talk and read in English in front of groups of all sizes and ages.
- Good writing, proofreading, and editorial skills in English.
- High School diploma or the equivalent required; some college experience highly preferred.
- Ability to complete tasks independently and meet deadlines.
- Ability to coordinate multiple tasks and maintain attention to detail.
- Ability to problem-solve and establish priorities.
- Good communication skills in person, online, and on the telephone are expected; a respectful and positive manner in serving the public is always the highest priority.
- Ability to establish and maintain effective working relationships with associates, supervisors and especially with the public.
- Basic keyboarding and internet searching skills.
- Basic knowledge of social media networking sites.
- Working knowledge of Microsoft Office products and/or Google Docs Editors Suite; familiarity with desktop publishing software a plus.
- Ability to travel to other locations and transport related program materials.
- Ability to speak and write in Spanish a plus and will result in higher starting pay rate.

Physical Requirements and Work Environment

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends the majority of their time in a library setting with a controlled climate where they move around the library to assist patrons, stand at a counter, sit and work on a computer, and communicate by telephone, email or in person. An employee in this position is required to reach and stoop to access library materials and may be required to kneel and crawl if involved in children's activities and programs. Depending upon particular assignments, an employee may be required to travel to other locations and transport program materials. Lifting and/or carrying light to moderately heavy objects is required.