

Lodi Public Library - Library Assistant 2: LTE part-time position at general circulation desk of active rural library. Exceptional customer service required, must be able to multitask and problem solve.

- 10 hours/week, 2 evening shifts (3-8 pm)
- \$10 per hour
- LTE position begins immediately, ends 12/31/17.

Submit a resume and letter of application by 8/31/17 to Lodi Public Library, attn: co-directors, 130 Lodi St, Lodi WI 53555 or email with attachments to trish@lodipubliclibrary.org

www.LodiPublicLibrary.org

Job Description: Library Assistant 2

Supervision: Under the direction of and reports to the Library Director

Responsibilities of the Position:

Serves library patrons through interaction at the main circulation desk

Duties/Examples of Tasks:

1. Performs front desk duties such as answering telephone and greeting patrons
2. Organizes and conducts basic library services such as materials check in, holds processing, patron check outs, records maintenance, fines processing
3. Assists patrons with reference questions, readers advisory, and in basic library computer use
4. Assists in preparing new materials for library circulation
5. Advises the Library Director of front-line concerns and facilities problems
6. Performs other related work as required

Knowledge & Abilities:

1. Knowledge of library methods, materials, and procedures and the ability to apply them
2. Ability to perform basic computer operations
3. Ability to operate office and audio visual equipment
4. Ability to communicate positively and effectively with staff and public
5. Knowledge of English grammar and spelling
6. Physical ability to perform moderate lifting, carrying, and maneuvering associated with job duties

Equipment Used:

Computer, calculator, copy machine, fax machine, telephone, audio-visual equipment

Education & Experience:

1. Currently enrolled student, or achieved bachelor's degree or associate degree
2. Computer and general office experience
3. Understanding of library environment