

Job Description

Associate - Reference Services (Part-time)

Lester Public Library is seeking an enthusiastic, energetic and tech-savvy individual to join our team. This position primarily works at the library's Help Desk answering reference questions and locating materials for patrons of all ages. On the fly tech instruction is a frequent part of the job duties, so the qualified applicant must be comfortable using and troubleshooting a wide range of technology. This position is approximately 15-20 hours/wk and will be regularly scheduled to work at least one day and one evening shift each week and to work a regular shift of Saturdays.

Essential Duties and Responsibilities

1. Answers ready reference questions for patrons; locates items and information for patrons as needed; assists patrons in the use of library equipment such as photocopiers, microfilm readers, online catalog, the internet, and personal computers.
2. Provides instruction to patrons on the use of computers, tablets, e-readers and cell phones, to do such things such as: search the internet, use Microsoft Office, print from wireless devices, download ebooks and create and use email accounts. Must be comfortable using and troubleshooting all kinds of technology with little to no training.
3. Provides readers advisory services to patrons.
4. Searches WISCAT and other databases as needed to locate, verify and create interlibrary loan requests.
5. Assists with programming, creating and setting up displays, teaching computer classes and doing cataloging as needed.
6. Provide excellent customer service to patrons of all ages.

Peripheral Duties

1. Assists with the selection and weeding of adult materials.
2. May act as the Supervisor in Charge of the library building.

Minimum Qualifications

1. Bachelor's degree from a college or university. (No specific degree, but must be able to demonstrate high-level research skills; should be familiar with and able to use a variety of research tools including print, online and database products.)
2. Previous experience working in a public library highly desirable.
3. Ability to operate and instruct others in the use of library automation systems and personal computers both in the use of application software and the use of the Internet.
4. Ability to communicate effectively and accurately both orally and in writing.

5. Ability to work well as part of a team and to maintain good working relationships with other library and city staff.

Tools and Equipment Used

Library electronic information systems including the public and staff versions of the library catalog, the internet, personal computers and printers, word processing and spreadsheet software, calculator, copy and fax machines, microform readers, photocopiers and the telephone.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk with clarity, and hear accurately. The employee is frequently required to use hands to operate and use objects, and tools including computers and library related items and to reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and or move up to 25 pounds and be able to push a fully loaded book cart. Specific vision abilities required by this job include the ability to read fine print, close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

Selection Guidelines

Formal application, rating of education and experience, oral interview, reference check and job related tests might be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change the employer as the needs of the employer and the requirements of the job change.

Compensation:

Pay begins at \$14.39/hour.

To apply please email, mail or drop off a cover and resume:

Lester Public Library
Attn: Jeff
1001 Adams St.
Two Rivers, WI 54241
lesref@lesterlibrary.org