

JOB NOTICE
Waterloo Public Library

Library Assistant - 29 Hours
Title: Library Assistant
Department: Library
Reports to: Department Head

Job Objective: The person in this position provides library assistance as outlined below.

Essential Job Functions May Include some of the Following:

1. Provides excellent customer service to patrons and provides general information about library services and facilities; uses library management system to assist patrons with creating and updating accounts, checking out and renewing items, placing holds, checking materials in, etc.; collecting payment for fees or services, and counting money at the end of the day.
2. Contributes to library programming, including preparing, planning, scheduling, and delivery of informational, educational, and recreational programs. These may include special events, technology classes, story times, makerspace workshops, book clubs, Summer Library Programs, etc.
3. Assists patrons with the basic use of library computer systems, including internet usage, job applications, email, printing, photocopying, using the library's catalog, as well as assisting patrons with personal devices, including laptops, tablets, mobile phones, e-readers, etc. May also provide assistance with The Hive makerspace equipment, such as the Cricut Maker, VHS-to-digital converter, sewing machines, 3D printer, etc.
4. Offers suggestions and advice to patrons concerning individual reading, watching, and listening preferences (Readers' Advisory).
5. Assists with the general upkeep of the library and its collections, such as curating and maintaining physical and digital displays, shifting and relocating materials, editing item location codes, updating spine and genre labels, processing library materials, reviewing, verifying and inputting detailed descriptive bibliographic information, making corrections and adding additional notes as needed, checking order records for completeness and pertinent information, performing copy cataloging as needed, and maintaining catalog databases by updating information, reclassifying materials and adding/deleting records and items.
6. Conducts reference interviews to help patrons locate materials and information they seek. Provides quick, correct, and professional answers for basic to intermediate inquiries (received in person or by telephone, email or mail) using online resources and library collections. Refers questions on complicated subjects to Reference Librarians and refers patrons to appropriate sources outside the library.
7. Performs other duties as assigned.
8. Performs all duties in an accurate and professional manner.
9. Ability to work a flexible schedule, including evenings and weekends.
10. Ability to, with or without accommodation, regularly sit, stand, walk, bend, crouch, squat, kneel, climb stairs, lift up to 25 pounds, push up to 50 pounds; ability to talk and hear in person and on phone; ability to speak distinctly.

Wage: \$27.19 per hour (\$0.50 less per hour for first 6 months of probationary period). Prorated benefits include paid time off, paid holidays, and optional health, dental, and vision insurance. This is a bargaining unit position.

Minimum Qualifications: Bachelor's degree or equivalent work experience required. Successful applicant is required to possess effective written and oral communication skills and an aptitude for working with technology. Applicants must also possess a willingness to learn, perform well in a fast-paced environment, sustain a high level of productivity, have good professional judgment, and be able to establish and maintain effective working relationships with other employees. The Applicant must have the ability to work well with the public. Proficiency in multiple languages is beneficial, but not required.

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The above statements reflect the characteristic duties and responsibilities of the position and are not intended to limit the organization's right to assign, direct and control duty assignments.

Submit letter of application and current resume to HireMe@waterloopubliclibrary.org by 5:00 pm Wednesday, July 17, 2024.