

ELYRIA PUBLIC LIBRARY

Inclusion, kindness, and respect infuse every chapter of our story!

JOB TITLE: ASSISTANT LIBRARIAN

Department:	Youth Services, Adult Services, Small Branch, Outreach	FLSA Status:	Hourly Non-Exempt
Location:	West River, Central, South, Keystone, Taylor	Position Type:	Part-Time
Salary Range:	\$16.59 hourly	Hours/Week:	20
Supervisor:	Branch Manager, Department Manager	Positions Supervised:	None

JOB SUMMARY:

The Assistant Librarian plays a crucial role in advancing our library's mission by being a steward of the collections, initiatives, and space. This role combines customer service, collection maintenance support, and assistance in program development to create engaging experiences for the diverse needs of the community. Specific job duties of an assistant librarian will vary, depending upon the assignment/department; and may include tasks such as providing outreach services to off-site locations, which can involve operating library vehicles, in addition to their responsibilities in alignment with both youth and adult services to ensure a well-rounded approach

ESSENTIAL DUTIES:

Customer Service

1. Demonstrate firm support for library objectives, ensuring exceptional customer service and fostering an inviting, enjoyable, and educational environment for all Library users.
2. Respond promptly to reference and information queries, conducting research as necessary.
3. Assist patrons in accessing resources, materials, equipment, and databases effectively.
4. Address patron concerns professionally, ensuring adherence to Library policies.
5. Perform circulation duties when necessary to maintain exceptional customer service standards.
6. Maintain regular communication to clarify expectations, goals, and objectives.
7. Demonstrate comprehensive knowledge of general library practices and consistently convey a positive image of the Library to the public and colleagues.
8. Provide personalized reader's advisory services.

Program Support

9. Collaborate in planning and delivering engaging programs both on-site and through outreach, aligned with library standards and the department's intended audience, under supervision.
10. Generate and distribute appropriate promotional materials, including displays, to increase library awareness under managerial guidance.
11. Support the department or Library in promoting services, resources, and community outreach as directed by the manager.
12. Pursue continuous professional development and innovative strategies to help advance library services.

Technology and Resource Management

13. Proficiently operate and troubleshoot library equipment and technology.
14. Instruct patrons in using electronic reference resources effectively.
15. Navigate and operate E-media and circulation management software.
16. Embrace emerging technologies to promote digital literacy and create user-centric services.

Collection Development and Maintenance

17. Assist in the maintenance of the library's collection and materials under supervision.
18. Perform minor repairs on materials as needed and promptly report maintenance issues.
19. Assist with the collection's arrangement, organization, and presentation.
20. Perform minor repairs on materials when necessary and promptly report maintenance issues.
21. May act as a passport acceptance agent and or a notary.
22. Other duties as assigned.

POSITION QUALIFICATIONS:

Education:	Bachelors Degree
Years of Relevant Experience:	Three (3) or more years preferred
Years of Supervisory Experience:	Three (3) or more years preferred

A valid driver's license, automobile insurance, and reliable personal transportation is required.

JOB REQUIREMENTS:

1. Knowledge of principles and practices of public librarianship.
2. Knowledge of literature, reference, informational, and other library materials, technology, programming, and services.
3. Knowledge of effective supervisory methods and techniques.
4. Skill in customer service.
5. Skill in public speaking and delivering educational and informational presentations.
6. Ability to plan and conduct programs for the branch and department's audiences.
7. Ability to operate both general and role specific equipment and technology used by the Elyria Public Library, with or without accommodation.

WORK CONDITIONS:

1. The work environment entails common safety precautions consistent with office settings, including safe use of equipment, awareness of surroundings, and adherence to fire regulations.
2. The noise level in the work environment is usually quiet.
3. This position is performed in an office setting although off-site meetings in various settings occur.
4. Lifting objects [less than 50 pounds] and carrying them short distances [50 feet or less] is required.
5. May require working irregular hours, including evenings and weekends.
6. Some local travel by personal automobile is required. Occasional overnight travel may be required.
7. Consistent presence on the library floor and on feet while monitoring, assessing, and assisting patrons/staff in the use of the library and its equipment.

COMPETENCIES:

- Customer Service
- Communication
- Programming
- Collection Development
- Collaboration
- Patron Awareness
- Readers Advisory
- Innovation
- Reference
- Organizational Awareness

The purpose of this position description is to offer a comprehensive overview of the primary duties and responsibilities typically undertaken by individuals in this role. Employees may be asked to perform job-related tasks beyond those explicitly outlined in this document. Reasonable accommodations will be made for persons with disabilities covered by the American with Disability Act (ADA) in accordance with its requirements.
