Ironwood Carnegie Library
Library Assistant

Beginning Salary: $16.00/hour
Department: Library
Reports To: Library Director

Job Type: Part-Time FTE: 0.5
FLSA: Non-Exempt
Bargaining Unit: Non-Union

DEFINITION

The Ironwood Carnegie Library is looking for an active, attentive individual to assist in circulation, programming, and some managerial duties as assigned by the director. This position is directly accountable to the library director and subject to performance evaluations.

This job takes place primarily in a public library setting, requiring frequent interaction with staff and patrons of all ages, ability to switch between tasks, and a basic understanding of computer systems. The position involves some weekend and evening shifts.

Due to the frequency of programming and library maintenance, the employee must be able to occasionally lift/carry/push equipment weighing up to 40 pounds.

Responsibilities

The library assistant is tasked with aiding in the development and execution of programming, performing circulation duties, serving as an interaction point with the public and staff, promoting the collection, and ensuring the library is a clean and safe environment for both library patrons and staff.

Circulation duties

Performs circulation duties including checking out books and resources, shelving books, customer service, processing interlibrary loans, copying, faxing, handling money, and other duties as required.

Programming

Assists in the development and oversight of programming for all ages, both on and off site of the library. Creates marketing tools including posters, social media posts, etc. to promote programming and the library.

Interaction with Public and Staff

- Serves as the connection point between the library and the public during work time and when the director is absent or unavailable.
- Promotes library collection, services, and programming in person, through social media, or via email to increase community engagement.
- Performs reader advisory and reference duties as needed for the position.

Collection Management

- Assists the director in management of the library collection. This includes assisting in gathering information for ordering, cataloguing, and weeding the collection, and ensuring the collection is up to date and provides accurate information.

Other

- Ensuring that the site is kept clean and accessible to the public. This involves daily duties expected of all employees: shelving, cleaning, and in winter, ensuring entrances are safe for patron use.
- Assisting the director in development of policies, grant writing, and staff and volunteer coordination as required.
- Other duties as required by the job and assigned by the director or board.

JOB QUALIFICATION

An associate or bachelor's degree is preferred but will consider other applicants displaying necessary skills and experience for the job.
Prior library experience is preferred but will consider applicants with transferable skills.
Ability to learn various computer programs, including Sirsi Workflows, Word, Excel, and others.
Ability to exercise initiative and independent judgment while working well as part of a team.
Ability to lift at least 40 pounds and sit and stand for extended periods of time.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- The physical demands and work environment characteristics described here are representative of those required to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.
- The employee is regularly required to communicate effectively with others in person, electronically, and by telephone. The position frequently involves operating a computer and other office equipment, including creating, typing, and reviewing documents, and remaining in a stationary position for extended periods.
- The employee may be required to move about the work environment, including standing and walking for extended periods while performing duties such as staffing service desks or conducting programs. Occasional travel to other locations may be required, which may involve operating a motor vehicle.
- The employee is required to use hands and fingers to handle, feel, and manipulate objects, and to reach with hands and arms. The position may involve occasional stooping, kneeling, crouching, or crawling. The employee must be able to lift and/or move items of light to moderate weight.
- Work is primarily performed in an office setting but may also occur at off-site locations such as schools, childcare centers, residential care facilities, or outdoor environments. The noise level is typically low in office settings but may vary from moderate to high depending on the location and activity.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, and responsibilities which comprise this position.

WORKING CONDITIONS AND COMPENSATION

Beginning Salary: $16.00 an hour
The position will include some evening and weekend hours.
The position is part-time, averaging 20 hours per week, with the potential for occasional additional hours based on library need and budget.

Interested candidates can send resume and references to:
Lynne@ironwoodcarnegie.org or mail to: Ironwood Carnegie Library, 235 East Aurora Street, Ironwood, MI 49938

The Ironwood Carnegie Library is an equal opportunity employer.