



Jonesville District Library

310 Church St.

P.O. Box 184

Jonesville, MI 49250

517-849-9701

<http://www.jonesvilledistrictlibrary.michlibrary.org/>



INVITES SUBMISSIONS FOR THE POSITION OF: Library Assistant

DATE OPENED: 04/27/2018

CLOSING DATE: 05/7/2018 5:00PM

PART-TIME: 20 Hours/ week including evenings and Saturdays

THE POSITION

Jonesville District Library seeks a self-motivated individual. Background in libraries is preferred. Under the supervision of the Senior Library Assistant, exercises various library skills, providing patrons with technical assistance in library operations and materials use. Performs a variety of reference/circulation desk duties, assists patrons with various questions using print and computer resources, prepares displays and assists in the development of library programs. Additionally, may be responsible for specific segments of library service, specializing in designated areas. The ideal candidate will demonstrate vision, enthusiasm for public service, and an appreciation for the role that libraries can play in building strong communities. We seek someone who has excellent interpersonal skills and enjoys working with colleagues in a collaborative environment, someone who can be a team player and adjust to change. Building relationships is crucial to this position and the successful candidate will foster connections and promote the library to all parts of the community.

DUTIES AND RESPONSIBILITIES

1. Assists at the circulation, information, and public services desk; aids patrons in library and on the phone answering reference and routine questions; processes materials being checked in and out using the automated circulation system.
2. Assists patrons requesting technical assistance in the use and location of reference and general reading materials using online public catalog, reference materials, databases, internet, and other print/electronic sources.
3. Receives and processes interloan requests. Checks in materials and notifies patrons of arrivals.
4. Assists in planning and organizing library programs for the community. Assists in scheduling activities and compiling necessary materials.
5. Conducts tours of the library for groups as need arises.
6. Assists in preparing and setting up displays, exhibits and bulletin boards to maintain an informative and attractive physical setting.

7. Makes changes in item records as needed.
8. Updates and replaces periodic publications such as daily newspapers and weekly and monthly magazines.
9. Assists in shelving library materials as needed.
10. Attends various seminars, conferences and workshops and reads various journals, magazines and professional publications to keep current on the latest methods and techniques in library services. Additionally, continually reads newly printed materials, reviews book lists and discusses materials with other staff to be knowledgeable of materials for selection.
11. Maintains building security, assuring that windows and doors are locked at the end of the business day.

REQUIREMENTS

- Must have a high school diploma or its equivalent.
- Experience working in a public library is preferred.
- We are seeking a candidate with strong interpersonal, communication, programming and public service skills to support the library's community engagement goals.

SUPPLEMENTAL INFORMATION

- Is able to lift 35 pounds.
- Has understanding of procedures for processing of materials.
- Assists in collection maintenance.
- Assists in specific selections of collections
- Schedules use of the library by outside groups.
- Keeps informed of current developments in library field by attending workshops, professional meetings, and reading current literature.
- Provides reference and reader's advisory services to patrons as needed.
- Performs other related responsibilities as necessary.

DISCLAIMER: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this classification.

Please submit a cover letter and resume to: jonesville.districtlibrary@monroe.lib.mi.us or via mail/drop off to 310 Church St. Jonesville, MI 49250. Please call 517-849-9701 with questions.

Thank you for your interest.