

Albion District Library

501 S Superior Street, Albion, MI 49224

Position: Public Services Assistant

Range: \$11.00/hr., approx. 25 hrs per week

Report to: Head of Public Services

Job Summary

Under the general direction of the Head of Public Services, this employee is part of the Public Services team and will be providing library programming and outreach services for patrons of all ages and performing general circulation duties.

Duties and Responsibilities

1. Plans, organizes, evaluates, and implements programs for library users of all ages. Oversees and maintains programming supplies inventory.
2. Works with community groups to deliver outreach opportunities to promote and expand Library Services. This may require working at offsite locations in the greater Albion area.
3. Creates promotional materials including press releases, social media posts, flyers, etc.
4. Serves the public at both the Children's Room Circulation Desk and the Adult Room Circulation Desk. This includes checking library materials in/out, registration of new patrons, providing reference services, assisting patrons in the use of technology and other general duties.
5. Responsible for maintaining an up-to-date working knowledge of library policies and procedures. Recommends/initiates ideas for change in the organization.
6. Opens and closes the Circulation Desks in the absence of management. Assigns tasks to Work Study staff.
7. Regularly attends staff meetings, training, and professional development opportunities.
8. Works a varied schedule including frequent evening and Saturday shifts.
9. Other duties as assigned by the Head of Public Services or Library Director.

Job Requirements

1. Reliable transportation & the ability to travel to offsite locations during the workday.
2. High school diploma or GED. Some college coursework preferred.
3. Must have experience working with children & their caregivers, teens, adults and senior citizens in a workplace setting.
4. Working knowledge and understanding of public library operations.

Job Requirements, continued

5. Working knowledge of the general public library circulating collections including children's literature, movies and popular cultural trends.
6. Demonstrates professionalism and a positive approach to Library activities. Must be able to work under general supervision with latitude in exercising independent judgement and discretion subject to library policies and procedures and professional practices.
7. Visual acuity and physical skills necessary to retrieve library materials from shelves and storage areas, maintain library materials and operate equipment. Must have the physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 25 pounds.
8. Computer skills and visual acuity necessary to effectively utilize common software applications and internet services.
9. Hearing ability to answer telephone and patron inquiries.
10. Ability to operate a variety of library equipment including a computer, copy machine, e-reader or tablet device, camera and/or audiovisual equipment.
11. Must be able to create and maintain a positive working relationship with coworkers and supervisors.
12. Must enjoy working with people of all ages.

Please e-mail a completed application to Lynn Schofield-Dahl, Head of Public Services at lschofielddahl@albionlibrary.org. Applications can also be dropped off or mailed to the Head of Public Services at Albion District Library, 501 S Superior Street, Albion, MI 49224

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.