



## Marshall I -Lyon County Library

Position Title: Assistant Librarian

Revised: February 2018

**Job Class:** Part-Time or Full-Time; Non-Exempt

**Pay Range:** \$18.75 – \$25.00

**Position Summary:** This para-professional position oversees many of the day-to-day operations with customers on the public floor of the Library including handling in-depth or complex customer transactions, resolving building issues, coordinating collection management activities and providing outreach throughout the county.

**Supervisory Relationships:** This position works under the supervision of the Director with input from the Public Services Manager; also works independently and may work alone either during Outreach activities or in a Branch. Assistant Librarians may direct some of the work at a public desk as well as oversee volunteer activities.

### Essential Functions

- Delivers excellent customer service and creates positive user experiences
- Provides circulation, reference and readers' advisory services at a public service desk; serves as a model of customer service excellence for page and clerical staff
- Working with the Office Manager, resolves building issues
- Coordinates and participates in the selection of rotating collections around the county
- Working with others, provides outreach programs and services around the county
- Helps plan, promote and deliver services, programs and displays
- Under the direction of the Public Services Manager, provides information and training to clerical and page staff
- Performs opening and closing duties; the Person-In-Charge when professionals are absent in the main facility or when working in a branch
- Helps with a variety of projects and strategic initiatives, may take the lead occasionally
- Participates in professional, organizational or regional committees, as assigned

### Required Knowledge and Skills

- General knowledge about how public libraries are organized
- Excellent customer service skills, a welcoming demeanor and a strong desire to help people accomplish their goals and tasks
- Robust communication skills, both in speaking and writing
- Ability to explain policies, procedures or other complexities to a variety of people with varying skills, abilities and command of English
- Proficient computer and technology skills, such as broad knowledge of Windows operating systems and Office products, familiarity with a variety of mobile devices and digital resources and general knowledge of website organization, upkeep and development
- Skill and willingness to learn new things and adapt to an ever-changing environment
- Willingness to be part of a team environment and be an active participant

### **Minimum Qualifications**

- Have at least two years of college or equivalent experience; a Bachelor's degree preferred
- Able to work at least 15 hours a week with some flexibility in days/time can be scheduled
- Able to work some evenings and/or weekends
- Have a Minnesota Driver's License

### **Working Environment and Physical Requirements**

- Work is mainly performed at a service desk or on a public floor in a library environment and involves ongoing contact with the public; some work is conducted out of a vehicle in a variety of buildings.
- Position requires a great deal of movement with very little sitting; almost every shift will involve standing, walking, bending, squatting, reaching, carrying, climbing, pulling and/or pushing:
  - Be able to carry 25-30 pounds
  - Be able to pull/push 50-60 pounds
  - Climb up and down a stepstool or step ladder