

**North Freedom Public Library
Library Assistant Position**

Hours: 6-16 hours (flexible) a week and fills in as needed. Weekends required.

Wage: \$12-\$13 per hour based on experience

Benefits: No benefits provided

BASIC DUTIES

Under general supervision from the library director, perform paraprofessional work serving library patrons directly and indirectly. Will have some decision-making responsibilities.

SPECIAL REQUIREMENTS

1. Perform circulation desk procedures, such as checking in and checking out materials, registering patrons, issuing cards, and handling money.
2. Assist patrons with reference questions, reader's advisory, and more.
3. Assist patrons with internet and computer software.
4. Assist with interlibrary loan requests.
5. Process returned materials and re-shelves in proper order.
6. Read shelves to keep material in proper order.
7. Check in delivery of loan materials.
8. Assist with library programs.
9. Light cleaning.
10. Maintain open communication with Library Director regarding library operations.
11. Perform other related work as required.

KNOWLEDGE AND ABILITY REQUIREMENTS

1. Ability to learn quickly.
2. Ability to maintain confidentiality of library patron information.
3. Computer skills, including intermediate using, and teaching basic skills.
4. Ability to communicate effectively with staff and public in person and on the telephone.
5. Ability to follow detailed directions.
6. Willingness to keep pace with changing technologies.
7. Working knowledge of English grammar and spelling.

PHYSICAL REQUIREMENTS

1. Sitting, standing, walking, climbing, stooping, kneeling, crouching, bending, twisting and reaching.
2. Lifting and carrying 50 pounds or less.
3. Handling, processing, picking up and shelving books.
4. Pushing and pulling: objects weighing 60-80 pounds on wheels.

MENTAL REQUIREMENTS

1. Effectively communicate ideas and information both in written and in oral form.

2. Read and understand information contained in reports and bulletins.
3. Follow instruction from supervisor, verbally and in written form.
4. Evaluate and make independent decisions based upon experience, knowledge or training, without supervision.
5. Calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of the calculator, as well as count monetary change.
6. Manage duties independently in order to finish tasks assigned.

ENVIRONMENTAL WORKING CONDITIONS REQUIREMENTS

1. Inside work environment.
2. Partially flexible work hours; evening and weekend hours are required

EQUIPMENT KNOWLEDGE REQUIREMENTS

Library automation system, calculator, copy machine, telephone, computer and CD-ROM equipment, printers, cameras, building heating and air conditioning, and other types of equipment.

EDUCATION AND EXPERIENCE REQUIREMENTS

1. High school diploma or equivalent.
2. General office experience with keyboarding.
3. Two or more years' experience working with the public.
4. Previous library experience preferred.

APPLICATION REQUIREMENTS

Applications available at the library and on our website: northfreedomlibrary.com
Submit an application along with a cover letter and references to:

Library Director
North Freedom Library
105 N. Maple St.
North Freedom, WI 53951

Deadline: Position will remain open until filled.

Question about this position may be directed to the library director at 608-522-4571, or caboose@northfreedomlibrary.com