

EMPLOYMENT OPPORTUNITY

Putnam District Library, in Nashville, Michigan, is looking to add an outgoing, self-motivated and detail-oriented Library Aide to our team. The successful candidate(s) will primarily provide customer service at our front desk, assist patrons with technology, and assist with interlibrary loan functions. **Training provided on library-specific systems; however strong technology skills are essential.**

Qualifications:

- High school diploma required, except for students recommended by the Director.
- Reads widely and objectively.
- Has knowledge of community and current events.
- Possesses organizational skills and the ability to multi-task.
- Has the ability to perform in a professional, cordial manner in order to foster favorable community relations.
- Willing to go the extra mile to give excellent customer service.
- Familiar with computers, current technology, and office equipment.

General Duties:

- Acts as a resource to the public by providing front desk customer service, assisting with public access computers, providing readers' advisory and reference information, and seeks to meet the ever-changing needs of Library users.
- Demonstrates proficiency in all front desk tasks.
- Assists in the collection, processing, and maintenance of statistical information for general information and funding sources.
- Assists in maintaining a clean and safe environment.
- Assists in promoting and delivering community programming as assigned.
- Participates in short and long term planning for Putnam District Library.
- Other duties as assigned by the Library Director.

*The following duties will be assigned to Library Aides as they are ready to assume them, as determined by the Library Director. Every effort will be made to maximize each staff member's unique strengths.

Collection Care Duties*:

- Pre-processes new and donated materials.
- Catalogues, following established procedures, new and donated materials under the supervision of the Library Director. Re-catalogues items as necessary.
- Seeks always to keep Library collection in order and user-friendly.
- Maintains list of requests by Library patrons, makes collection acquisition recommendations, and refers collection suggestions to the Library Director.
- Creates collection displays as directed by the Library Director.

Technology*:

- Assists patrons using public access computers and/or personal devices with technology questions and tasks.
- As assigned, assists the Director with performing routine technology updates.
- As assigned, uses library software and social media accounts to assist with promotions of library programs and services.

Account Maintenance*:

- Shelf checks overdue materials to verify status.
- Participates in the overdue process as assigned.
- Makes overdue phone calls, hold phone calls, and other contacts, as assigned by the Director.
- Refers accounts needing attention to the appropriate Director for further action.
- Keeps patron accounts up to date with complete and current information.

InterLibrary Loan*:

Following established ILL procedures and standards, does any/all of the following:

- Processes incoming ILL materials, including sending notices and making re-requests.
- Processes outgoing ILL materials.
- Runs and processes ILL paging slips.
- As assigned, runs reports and communicates with partner libraries.
- Other ILL duties as assigned.

Training

- Participates in ongoing staff training.

Meetings:

- Attends all staff meetings.
- Attends Library Board meetings when appropriate, as determined by the Library Director.

Evaluation:

- The Library Director will provide an annual written evaluation, after reviewing the Library Aide's annual goals and accomplishments. This process will also involve creating and agreeing on goals for the upcoming year.

Requirements: Library employment requires some evenings and Saturday morning hours.

Hours: Part-time; Positions may be offered as part time or substitute, as needed.

Posting Date: 11/8/2019

Closing Date: Until filled

If you are interested in applying for this position please turn in an application with a resume and cover letter.