

Library Assistant

The Caseyville Public Library District seeks an energetic, flexible, courteous and diligent individual to join the library staff in providing excellent library services to the Caseyville community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Library Assistants perform any combination of the following duties and responsibilities, as assigned:

- Performs general circulation and patron front-line services, such as: check-in and check-out library materials; calculate and collect fines for overdue materials; phone support, patron registration, general patron assistance, etc.
- Assists library patrons with item retrieval, ready reference and readers' advisory requests, and general service questions.
- Assists with the interlibrary loan and systems holds process, retrieving requested materials, updating online item records, and processing items for mailing/transit.
- Operates the Library's automated integrated library system (ILS), enters patron information to the ILS database and maintains online patron records and accounts.
- Operates and assists patrons with computers, WiFi connectivity, printing, copying, faxing, scanning, etc.
- Performs these or other related job duties, as assigned.

QUALIFICATIONS

- **Education:** Requires a level of knowledge normally acquired through the successful completion of high school. Associates degree preferred but not required.
- **Experience:** Requires two (2) years of library-related | customer service | education and/or experience. Working knowledge of computers, common office technology, Microsoft Windows/Office, and various software products.
- **Interpersonal Skills:** Requires excellent customer service, communication and interpersonal skills necessary to communicate with fellow co-workers, vendors, residents, professional colleagues, and the public. Must be able to work independently and as a team member.
- **Analytical Skills:** Requires the analytical abilities necessary to effectively prioritize work assignments; assist patrons with questions and requests for information; solve basic operational issues and suggest solutions and resources. Must be a self-starter and can complete tasks from start to finish.
- **Technology Skills:** Knowledge of Microsoft Windows, Microsoft Office, Google drive and common office computer technologies is required. Knowledge of Polaris ILS is preferred.
- **Working Conditions:** Requires continuous standing, sitting, stooping, bending, climbing and lifting and pushing of books and other library materials ranging from under one pound to over twenty pounds.

SCHEDULE & BENEFITS

- Part Time – 15 hours per week
- Varied schedule - including some evenings and weekends
- Employee Wellness Program

REQUIREMENTS

- Must have two (2) years of library experience, customer service, or teaching experience.
- Bilingual candidates are preferred but not required

The Caseyville Public Library District is an Affirmative Action, Equal Opportunity Employer.