

Job Opening

Library Assistant 1 – Main Branch – Sight & Sound Department

Part-time Position

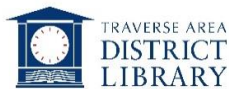
Do you love movies and music? Sight & Sound is looking for the right team player to fill a Library Assistant 1 position at the Main Branch library. This individual will work under general supervision to support departmental functions by performing both para-professional and routine library work. This employee may be transferred to another location at any time to meet the needs of the library system. Please see the attached job description for full details. Evening and weekend hours are required.

Wage Range: \$18.58-24.49 in annual wage steps according to the current union contract

Posting date: Monday, December 13, 2022

Deadline for applications: Monday, December 23, 2022

If you are interested in applying for this position, please submit your resume, a fully completed TADL application form along with a cover letter to: Human Resources, Traverse Area District Library, 610 Woodmere Ave., Traverse City, MI 49686 or by email to jobs@tadl.org. For questions, please call 932-8549 or email jobs@tadl.org



Job Description

Job Title: Library Assistant
Department: Sight and Sound
Reports to: Department Head (or designee)

Classification: Library Assistant 1
FLSA Status: Non-Exempt
Effective Date: December 5, 2022

SUMMARY

The Sight & Sound Library Assistant, a member of the para-professional team, is responsible for employing Library best practices while providing a welcoming and inclusive atmosphere and fulfilling patron services, including; listener/viewer advisory, reference information, public meeting room and equipment oversight, programming, and the Library of Things. In addition, duties may require independent judgement and action within specific parameters.

To perform this job successfully, an individual in this position must adhere to the Library's mission, vision, and core values and be able to meet or excel in the following representative responsibilities, knowledge, and abilities:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Welcomes all patrons as they arrive in the department.
- Assists patrons with navigating the library facilities and services.
- Assists patrons in locating information, A/V materials, and items from the Library of Things.
- Provides listener/viewer advisory services.
- Assists patrons in the use of the self-checkout system and/or with items from the Library of Things.
- Resolves patron service complaints and problems.
- Participates in the A/V materials collection selection process and with the selection and development of the Library of Things.
- Processes Hold Requests.
- Answers inquiries related to public meeting room usage.
- Plans, presents, and evaluates programming.
- Supports and upholds the Library behavior policy.
- Supports and applies the Library strategic plan.
- Prepares related reports, correspondence and records.
- Works evenings and weekends and at any library location as needed.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of library policies, procedures, and best practices for providing public library services to all patrons.
- Extensive knowledge of various movie and music genres.
- Skilled in the use of A/V equipment and related technology systems.
- Ability to engage and direct groups of people of all ages.
- Ability to work and communicate effectively with the public and other employees.

- Ability to provide exceptional customer service.
- Strong organizational skills and attention to detail.
- Ability to be flexible and creative in a rapidly changing environment.
- Ability to push, lift, stack, and carry up to 30 lbs on a regular basis.

EDUCATION, EXPERIENCE or OTHER Qualifications include:

- Bachelor's degree or two years of comparable library experience.
- Valid Michigan Driver's License and/or reliable transportation.

Although reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions, visual and communication ability is required.