

Position: Library Assistant
Department: Public Services
Hours: Part-Time, 23 hours weekly – Evenings & Weekends
Monday-Thursday 4:00-8:00 p.m., Saturday 8:30 a.m.-4:00 p.m.

JOB SUMMARY:

Under the direction of the Public Services Manager, and in harmony with the policies of Morrisson-Reeves Library, the Library Assistant provides exemplary service to our library users by assisting them with locating materials and electronic resources, the proper use of computers and other library equipment, checking materials in and out, and promoting library services, classes, and events to library users.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent required.
- Two years' work experience in a public service position required.
- Ability to organize materials alphabetically and numerically accurately.
- Extensive computer usage experience with working knowledge of Microsoft Office software, email, and the Internet is required. Knowledge of library information systems a plus.

PREFERRED QUALIFICATIONS:

- Ability to set and meet deadlines/goals, along with strong time management skills
- Good working knowledge of principles and practices of library work
- Prior experience in a library setting

SKILLS:

Ability to successfully interact with a diverse general public customer base and other library personnel; remain focused on tasks despite frequent interruptions; handle money and make change; work at a varied pace within the context of the working conditions and assigned duties; perform with a high level of accuracy independent from supervisor examination; work well within teams, groups, and committees; obtain and maintain a working knowledge of library computer systems and other technologies; train patrons in the use and services of the library.

PHYSICAL ABILITIES:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient vision or other powers of observations, with or without reasonable accommodation, which permits close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to accomplish assigned duties and to operate a personal computer and related office equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in the context of the assigned duties to include but not be limited to: lifting, moving, carrying up to 20-30 pounds; pushing fully-loaded book carts; prolonged periods of standing, sitting and/or using a computer.
- Environmental conditions include those risks normally associated within the context of an office environment and potential exposure to computer and office equipment cleaning chemicals and solutions. The noise level is usually minimal.

**PLEASE COMPLETE AN APPLICATION FOR EMPLOYMENT AT
MORRISSON-REEVES LIBRARY**

80 North Sixth Street, Richmond, Indiana 47374

OR

PLEASE SUBMIT APPLICATION TO

hr@mrlinfo.org

Please include Subject: Public Services Library Assistant