



## ***PART-TIME EMPLOYMENT OPPORTUNITY***

### ***LIBRARY ASSISTANT – MARKETING AND ADULT SERVICES***

Belleville Public Library is looking for an enthusiastic, creative person with excellent customer services skills to plan our adult educational programs and promote all library services to the public. The ideal applicant will have strong computer skills and experience in producing website content, effective promotional materials, and well-run events. Experience in computer training, either one-on-one or conducting classes, is a plus.

The Belleville Public Library staff works together to provide excellent, friendly, small town service. We seek to be a strong community partner and to expand lifelong learning opportunities for those living in the surrounding area. Efforts to build a new Library and Community Center are underway.

This position is for 28 hours per week, including one evening per week and one Saturday morning per month. Work schedule may include additional evening and weekend hours depending on adult program schedule. This is an excellent opportunity for someone who does not want a full-time position, but seeks creative, varied work that contributes to the community.

A job description can be found at [www.bellevillelibrary-wi.org/employment](http://www.bellevillelibrary-wi.org/employment). The salary range is \$13.50 - \$14.75 per hour. Pro-rated benefits are available.

#### **To apply:**

Application materials should be submitted via email in pdf format to Director Bronna Lehmann at [blehmann@blypl.org](mailto:blehmann@blypl.org). Please include:

- Resume
- Cover letter explaining why you are a good fit for this position, and
- Three professional references

**Applications are due on Saturday, December 9, 2017.**

Applicants selected for an interview will be notified by Wednesday, December 13. Those interviewed will be asked to provide samples of materials that demonstrate ability to produce print and online marketing materials for library events.

Belleville Public Library is an Equal Opportunity Employer.

**BELLEVILLE PUBLIC LIBRARY**  
**JOB DESCRIPTION**

**LIBRARY ASSISTANT – MARKETING AND ADULT SERVICES**

**Typical Responsibilities of the Position**

In addition to general library circulation duties, this position will promote library events and services to the public and expand lifelong learning opportunities to the community through adult programming and outreach. Must be able to work collegially in a rapidly changing environment.

**Duties**

1. Performs circulation desk duties, including greeting patrons, checking in and out library materials, registering new patrons, collecting fines/fees, and assisting patrons in locating materials and other informational needs.
2. Plans and creates materials to inform the public about library classes, events, and services for all ages. These promotional efforts will include website content (Drupal), e-newsletters, social media, fliers, and advertising.
3. Works with Director to develop and implement a comprehensive marketing plan.
4. Plans, promotes, and facilitates adult classes and other events that support our strategic goals.
5. Assists patrons with computer use and troubleshoots basic computer and office equipment problems.
6. Assists patrons with e-book usage. Maintains up-to-date knowledge of Overdrive, e-readers, and issues surrounding the use of e-books.
7. Requests library materials for patrons through Outer Library Loan. Maintains circulation records on OLL materials.
8. Maintains detailed, current knowledge of Koha library software. Assists with documentation of circulation procedures and implementation of new software releases.
9. Receives and resolves patron problems or refers public to Director.
10. Assists Director or other staff with special projects or events.
11. Makes recommendations for collection development based on requests from patrons or from his/her knowledge of gaps in the collection.
12. Monitors and sends notices to patrons regarding overdue, lost, or damaged fees.
13. Verifies incoming material shipments; returns items if necessary.
14. Maintains library public areas in a clean and orderly fashion by maintaining orderly shelves, displays, light cleaning, and/or organizing tasks.
15. Participates in staff meetings to discuss and resolve problems, discuss ideas for improvement, and keep updated on library plans and activities.
16. Attends continuing education classes and webinars that are relevant for position.
17. Regularly communicates with Director to discuss plans, share information, and receive direction.
18. Performs other related duties as required.

### **Knowledge and Abilities**

1. Ability to work with tact, courtesy, and a friendly attitude.
2. Strong computer skills, including Microsoft Office (Word, PowerPoint, Publisher), Photoshop, and social media platforms.
3. Ability to plan, promote, and facilitate classes and other events for adults, both in the Library and as outreach to the community.
4. Ability to create clear, effective promotional materials.
5. Ability to understand and perform routine library procedures.
6. Ability to sort effectively in alphabetical or numeric order and understand the Dewey Decimal System.
7. Ability to communicate effectively in English with staff and patrons in person, on the phone, or in writing.
8. Ability to operate computers and other office equipment, and to troubleshoot minor problems.
9. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
10. Ability to follow detailed written and oral instructions.
11. Ability to keep clear and organized records.
12. Ability to understand and follow patron confidentiality policy.
13. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public and library staff.

### **Physical Demands**

1. Sitting for prolonged periods.
2. Frequent standing and walking; occasional balancing, bending, twisting, and stooping.
3. Handling, processing, picking up and shelving materials, including kneeling to reach bottom floor-level shelf and reaching overhead to shelve books weighing up to three pounds.
4. Occasional lengthy periods at a computer terminal.
5. Speaking and hearing; ability to use the telephone.
6. Far vision at 20 feet or further; near vision at 20 inches or less.
7. Lifting and carrying up to 20 pounds.
8. Pushing and pulling objects up to 60-80 pounds on a cart.
9. Mobility to travel to training and meetings outside of the library.

### **Mental Requirements**

1. Communication skills – effectively communicate ideas and information in written, oral, and visual forms.
2. Reading skills – effectively read and understand information contained in memoranda, reports, and bulletins.
3. Work skills – ability to comprehend and follow directions effectively from supervisor in both written and oral form.
4. Time management skills – strong ability to stay organized and multi-task in a dynamic work environment.

### **Environmental/Working Conditions**

1. Non-hazardous inside work environment.
2. Work is performed mainly while seated at a desk or while standing for extended periods of time.
3. Physical exertion may be required to lift office supplies and library materials from overhead or from the floor.
4. Interruptions can be frequent. However, work is mostly performed in a relatively quiet library environment.

### **Equipment Used**

1. Computers, printers, scanner, barcode scanner, copy machine, calculator, fax machine, cash register, telephone, vacuum cleaner, disc cleaner, and microfilm reader.

### **Education and Experience**

1. Must be 18 or older.
2. High School diploma and a minimum of one year responsible work experience required. Two or more years of college preferred.
3. Strong customer service, written language skills, and computer skills.
4. Library experience is preferred.
5. Consideration will be given for experience in training, particularly computer training, and previous website support experience.
6. Valid driver's license.

### **Hours**

1. 28 hours per week.
2. One evening per week and one Saturday per month is required. Additional evening or weekend hours are dependent on adult program schedule.
3. Weekly schedule may vary to fill in for staff vacations, trainings, special events, etc.
4. Pro-rated vacation, health, and retirement benefits available.

### **Probation**

1. Newly hired employees will be expected to satisfactorily complete a probationary period before attaining permanent status.
2. As a rule, probationary periods will be six months in length but may be extended if recommended by the Library Director and approved by the Library Board.
3. Probation allows time to validate the Library's choice of an individual to fill a position; probation should be viewed as the last stage in the selection process, rather than the first stage of employment.
4. Probationary employees can be discharged any time before completing probation. The Library is not required to show cause in discharging a probationary employee, nor is the employee entitled to appeal the action.

*Revised and adopted: November 15, 2017*