



LTE Library Assistant – Circulation and Technical Services

Help us fill the gap until we can hire for a full-time position that is open due to retirement.

Belleville Public Library is looking for a temporary, part-time employee who ideally has the experience to jump right in and assist both at the circulation desk and with materials linking.

Responsibilities will include:

- Circulation duties
 - Provide excellent customer service to library patrons, including checking materials in and out, answering reference questions, issuing library cards, answering library technology questions, and other routine patron services.
 - Process holds and delivery returns. Empty dropbox.
 - Open and close library depending on shift.
- Technical services
 - Prepare new materials for circulation and repair damaged materials.
 - Perform copy cataloging to link materials to computer database.
 - Perform RFID tagging.

Schedule: Work schedule will range between 15-25 hours per week starting prior to September 16 (for training) and lasting until a full-time replacement is hired (possibly 1-3 months). Schedule will include daytime hours with one evening per week (preferably Monday).

Preferred qualifications: One or more years of public library experience, knowledge of the Bibliovation integrated library system, experience prepping and linking materials.

Wages: \$18 per hour with no benefits.

A full job description can be found below.

To apply, please submit a resume, cover letter, and three professional references to Library Director Bronna Lehmann at blehmann@blypl.org. Applications will be accepted until position is filled with preference given to those received by September 3. A background check will be required as a condition of employment.

The Village of Belleville is an Equal Opportunity Employer.

JOB DESCRIPTION

LTE Library Assistant – Circulation and Technical Services

Typical Responsibilities of the Position

Temporary position to provide patron assistance at circulation desk and prepare materials for circulation. Reports to Library Director.

Essential Duties

1. Provide excellent customer service to library patrons, including checking materials in and out, answering reference questions, issuing library cards, answering library technology questions, and other routine patron services.
2. Process holds and delivery returns. Empty dropbox.
3. Open and close library depending on shift.
4. Prepare new materials for circulation and repair damaged materials.
5. Perform copy cataloging to link materials to computer database.
6. Perform RFID tagging of materials.
7. Maintain a high level of accuracy and attention to detail when entering and maintaining various data.
8. Perform other related work and special projects as required.

Knowledge and Abilities

1. Knowledge of the circulation and cataloging modules of the Bibliovation ILS.
2. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
3. Ability to work with tact, courtesy, and a friendly attitude.
4. Ability to communicate effectively in English with staff and patrons in person, on the phone, or in writing.
5. Ability to operate computers and other office equipment, and to troubleshoot minor problems.
6. Ability to follow detailed written and oral instructions.
7. Ability to understand and follow patron confidentiality policy and other library policies.

Physical Demands

1. Ability to see, walk, sit, bend, stoop, kneel, crouch, stand, reach, talk, and hear.
2. Physical dexterity to reach shelves of various heights, move full book carts or wheeled book shelves (60-80 lbs.), and lift heavy containers (up to 20 lbs.) occasionally during a work shift.
3. Physical dexterity to guide customer through library as needed.
4. Ability to read, write, and communicate fluently in English.
5. Dexterity to perform data entry on a computer, laptop, iPad or other electronic device.

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. Physical exertion may be required to lift books and supplies from overhead or from the floor.
3. Physical exertion may be required to move tables, chairs, carts, and wheeled book shelving.

Equipment Used

1. Personal computer and software, printer, scanner, barcode scanner, copy machine, calculator, fax machine, cash register, telephone, vacuum cleaner, disc cleaner, self checkout station, and audiovisual equipment.

Education and Experience

1. Must be 18 or older.
2. High school diploma. Two or more years of college preferred.
3. One or more years experience working in a public library.
4. Knowledge of Bibliovation integrated library system (ILS).
5. Preference will be given to those with experience prepping and linking library materials.
6. Strong customer service and communication skills.

Hours

1. Work schedule will range between 15-25 hours per week starting prior to September 16 (for training) and lasting until a full-time replacement is hired (possibly 1-3 months).
2. Schedule will include daytime hours with one evening per week (preferably Monday).