

Library Assistant

About the Role

The Cedar Springs Public Library is seeking an enthusiastic and dedicated Library Assistant to join our team. In this versatile role, you will handle a wide range of responsibilities pertaining to library services.

Key Responsibilities

Primary Duties:

- **Materials Handling:** Manage the check-in and check-out process for library materials; sort, inspect, and pack library materials for interlibrary loans; manage drop boxes and run item hold reports.
- **Collection Maintenance:** Assist with shelving, cleaning, and repairing materials. Perform Inventory upkeep. Assist in collection development projects.
- **Financial Transactions:** Process financial transactions for donations and circulation functions. Run daily financial transaction report.
- **Library Cards:** Issue new and replacement library cards.
- **Communication:** Notify patrons about holds and overdue items, and promote library services and programs.
- **Reader's Advisory & Reference Services:** Assist patrons with reference questions, materials recommendations, and other patron queries.
- **Program Coordination:** Assist in planning, coordinating, and presenting library programs and public relations efforts.

Secondary Duties:

- **Library Upkeep:** Assist with general library maintenance, including dusting and straightening.
- **Meetings & Projects:** Participate in staff meetings and contribute to special projects or programs.
- **Training & Guidance:** Provide support and training to less-experienced staff members as needed.

What We're Looking For

Skills and Abilities:

- **Customer Service:** Strong interpersonal skills with a focus on delivering a positive library experience.
- **Technical Skills:** Proficiency in computer operations, including Microsoft Office and internet browsing. Experience with Sierra Integrated Library System software preferred.

- Physical Ability: Capable of lifting up to 50 pounds and retrieving materials from various heights. *Reasonable accommodations will be made for qualified applicants who may need them.*
- Organizational Skills: Ability to work independently, prioritize tasks, and handle multiple deadlines.
- Library Knowledge: Understanding of library services and resources preferred.

Experience and Qualifications:

- Education: High school diploma or equivalent. Completion of the Library of Michigan Staff Certification Program required after hiring.
- Experience: Retail or customer service employment and library clerical experience preferred.

Details

Reports to: Library Director and Assistant Director

Hours: Up to 26 hours per week

Pay Range: \$14.00/hour

How to Apply

Excited to be part of our team? Submit an application, cover letter, and a copy of your resume to:

Email: director@cedarspringslibrary.org

Address: Director
Cedar Springs Public Library
107 N. Main Street, PO Box 280
Cedar Springs, MI 49319

This job description is intended to describe the general nature and level of work being performed by a person assigned to do this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Cedar Springs Public Library is an Equal Opportunity Employer and values diversity in its workforce.

We look forward to hearing from you!