

Springfield Township**Job Title: Part Time Library Assistant**

Department: Library

Job Objective (Purpose of the position):

The person in this position performs professional duties to ensure effective and efficient operation of the Adult Department of the Free Library of Springfield Township.

Reports To: Department Head

Work Schedule: Part time, days with potential evening and weekend rotations as needed.

Essential Job Duties

- Respond to readers' advisory and requests in a timely and efficient manner, utilizing all points of delivery including desk, roaming, e-mail, phone, and additional methods of communications.
- Assist patrons with their knowledge of the technology offered at the library.
- Provide front-line library service to all customers; maintain appropriate decorum and atmosphere in the department's public spaces.
- Circulation duties as needed.

Secondary Duties Assists in all duties and projects related to the functions and responsibilities of the department. These niche duties are assigned according to changing departmental needs and individual staff strengths/talents..

Essential Knowledge, Skills & Abilities:**Minimum Education, training, experience**

- High School Diploma minimum. Some College or Library experience preferred.
- Able to forge strong positive bonds with primary service clientele, with visible and evident energy and enthusiasm for serving that clientele.
- High degree of cultural literacy and current events with demonstrated engagement in and awareness of activities both in the community and the larger world.
- Continuous demonstrated ability with Internet and other electronic information resources and technologies; technological literacy at a level determined by both the organization and overall community use.
- Strong ability to self-direct with excellent collaborative teamwork and problem-solving skills.
- Exceptional oral and written communications skills; fluent in English
- Personable, with excellent professional image, superior planning, organizational and multi-tasking skills, and strong presentation/teaching skills.
- Valid driver's license

Job Location (Place(s) where work is performed)

Free Library of Springfield Township,

Equipment (Examples of machines, devices, tools, etc. used in job performance)

Library computer system, personal computer, word processing and database management software, e-book readers, photocopier, telephone and automobile

Required Talents & Leadership Competencies

Talents: Service, ethics, responsibility, creativity, empathy, persuasion

Leadership Competencies: Continuous learning, flexibility, team building, customer service, interpersonal skills, oral and written communications

Essential Functions of the Position

- Frequent walking, standing (upwards of two hours at a time) and sitting.
- Position involves lifting and carrying at least thirty (30) pounds and the ability to push at least one hundred (100) pounds on wheels.
- Extensive bending, stooping, pulling, reaching, handling and feeling.
- Manual dexterity; ability to operate computer keyboard and mouse.
- Good vision; correctible to 20/20 and in color.
- Clear speaking voice and good hearing. Ability to answer the telephone and hear clearly.

General Requirements for All Library Employees

- Ability to project workplace image of specific job title.
- Ability to adapt to change; work as a team member
- Ability to develop and maintain positive working relationships with co-workers.
- Ability to comprehend and follow library policies and procedures.
- Ability to develop an awareness of library-wide operations.
- Ability to exercise good judgment at all times.
- Ability to meet physical requirements of specific job title.
- Participates in staff, department and team meetings.

Approved by _____ Date: _____