

Title: Library Assistant Part-Time
Reports to: Department Manager
FSLA: Non-Exempt (hourly)
Hours: 15-18 hours per week

Job Summary: Assist patrons with information needs and locating materials. Works with other team members to ensure accurate and prompt service to Hays Public Library patrons.

Primary Duties and Responsibilities:

1. Perform circulation and collection maintenance duties such as straightening shelves, shelf reading, shelving materials, answering phones, and logging newspapers into spreadsheet.
2. Assist patrons with faxing, scanning, copying, and printing.
3. Understand and operate LS2.
4. Assist patrons in locating materials.
5. Assist patrons with basic computer functions and tech questions.
6. Facilitate programs and assist other staff with programs as assigned.

Additional Duties:

1. Contribute to the achievements of the goals and mission of the library.
2. Attend workshops and trainings as needed.
3. Attend and participate in HPL staff and committee meetings as appropriate.
4. Keep statistics and prepare reports or presentations as needed.
5. Other duties as assigned by the Department Manager or Director.

Education and Experience: High School diploma or equivalent required. Customer service experience preferred.

Skills: Must be able to:

1. Establish, maintain effective and courteous working relations with library patrons and staff.
2. Operate office machines and computers and navigate library website.
3. Follow instructions and work without supervision.
4. Learn the applications of technology for patron service.
5. Basic computer skills including knowledge of MS office software and ability to learn the library circulation system.