

Employment Opportunity  
Patagonia Public Library  
Library Assistant  
20 Hours per Week

Description

Under supervision of the Librarian, to perform limited library work or to take the lead responsibility for a specific function or activity of the library.

Job duties

Assists patrons in the use of print materials, equipment and technologies by answering questions, offers basic technical assistance, troubleshoots computer problems, assists in navigating the Internet, locates databases in order to help patrons use library resources. Resolves office equipment malfunctions.

Locates, circulates and shelves materials, answers questions, requests materials through ILL, refers patrons to outside resources and collections when appropriate in order to provide information services to patrons.

Upon request may plan and organize special programs involving the use of library resources. Prepares brochures, posters, and other public relations materials to promote library services.

Schedules the Library and Cady Hall for library programs and outside meetings, purchases the newspaper and performs other duties as required. May be asked to attend meetings or training courses to remain current with changing technologies. Supervises the library building during the absence of Librarian.

Special working conditions

Work is performed in a library environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time. Physical exertion may be required to lift office supplies and library materials from overhead and from the floor. Sufficient vision or other powers of observation are essential to permit the employee to read, sort and shelve library materials and maintain patron and cataloging records. Often times, the employee must move, shelve and retrieve library materials from high and low settings. Must thrive in an environment where no two days are the the same.

Qualifications

One year of college level education, two years of work experience dealing with the public; or substituting successful completion of course work or training in office or library practices and principles for up to six months of the experience; or any equivalent combination of experience and training.

**Employment applications are available at the Library.**

**Please attach a resume to your application.**

**Employment begins in November 2012**

**New Employees of the Town of Patagonia must submit to a drug test.**