

Position: Library Assistant. Adult Department. 28 hours per week, including evenings and weekends

Library: Napoleon Public Library

Location: Napoleon, Ohio

Description:

This person is responsible for circulation, shelving, reference, programming, and customer service in the Adult Department as well as all general duties of the Adult Department. This person reports to the Adult Department Head.

Usual Physical Demands

while performing duties of the job, the employee is subject to the following physical demands:

- Regularly operates computers and scanners that may have repetitive actions;
- Moving and lifting heavy books and materials approximately 40-50 pounds;
- Standing for long periods of time;
- Pushing book carts filled with materials, approximately 80 pounds; and
- Using stairs and elevator to access all floors of the library

The following skills and behaviors are necessary for this position:

- Adaptability
- Excellent written and verbal communication
- Customer Service
- Organizational Awareness
- Personal Responsibility
- Problem Solving
- Team Work
- Basic Computer Use
- Basic Computer Hardware Knowledge
- E-mail and Internet
- Familiar with current technology trends and handheld devices
- Familiar with Library apps
- Library Web Site and Online Catalog
- Windows and Microsoft
- Library Advocacy
- Collection Management (Books, AV, Technology, Selection and Weeding)
- Programming (Implementation, Evaluation, Creativity and Innovation, Planning, Presentation)
- Readers' Advisory
- Reference (In person, on the phone, online)
- Technical skills

Email Cover Letter, Resume and Completed Application To:

Betsy Eggers: egggers@seolibraries.org

Website: www.napoleon.lib.oh.us