

Town of Shelburne - Public Services Assistant, Pierson Library

Are you a people person? Creative? Excellent verbal and written skills? Easily find the needle in a haystack? If you answered yes to all of these questions, then you're ready to join our customer-focused team. We're looking for a dynamic individual to develop and implement public programs, write/create publicity materials, process interlibrary loans, and provide friendly frontline customer service. This part-time, 28 hours per week position includes evening and Saturday hours. The ideal candidate will be computer proficient and have a college degree. Starting wage is \$13.00/hour plus prorated benefits. Submit cover letter, resume, and writing sample to: Kip Roberson, Director; Pierson Library; 5376 Shelburne Road; Shelburne, VT 05482 or kroberson@shelburnevt.org. A complete job description may be found below. Position open until filled. *Equal Opportunity Employer*

Job Description:

Library Assistant / Public Services

Job: Library Assistant / Public Services

Department: Library

Reports To: Library Director

FLSA Status: Non-exempt

Pay Range:

Prepared Date: December 2009

Approved Date: December 2009

SUMMARY

The Library Assistant / Public Services performs a variety of duties including, but not limited to, circulation desk coverage, program development and implementation, processing of interlibrary loan requests, and library publicity (including weekly Shelburne News column). This position is a part-time position working 28 hours per week including evening and weekend hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Library Assistant / Public Services:

1. Develops and implements adult programs.
2. Works at the circulation desk including evening and weekend shifts.
3. When working at the circulation desk, oversees volunteers.
4. Handles all aspects of the interlibrary loan service. Includes in-house and external requests for materials, searching library catalogs for requests, preparing items for use (in-house or for mailing), and using email for ILL correspondence.
5. Creates and distributes library publicity including, but not limited to, posters/flyers, press releases, and the weekly Shelburne News column.
6. Provides reference and readers' advisory services to patrons.
7. Performs other duties as assigned.
8. Takes individual responsibility for working in a safe manner and adhere to the Town's safety policies.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Library Assistant / Public Services shall:

1. Possess a bachelor's degree.
2. Be proficient in word processing, spreadsheet and desktop publishing applications. Have basic Internet and database searching skills.
3. Have excellent verbal and written communication and interpersonal skills and be able to deal effectively with other staff and the general public.

4. Be detail oriented and quality driven.
5. Be able to work independently with minimal supervision.
6. Be able to excel in a team oriented, customer driven atmosphere.
7. Be flexible and able to easily handle varying work assignments.
8. Have an excellent past work record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear. The employee must occasionally stand and walk; lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

All Town of Shelburne employees are expected to demonstrate commitment to excellence through positive behavior toward all quality initiatives as well as through teamwork and to promote and conform to all quality standards. These standards include, but are not limited to, core values and customer service values. All employees are expected to participate in drafting and implementing Department Quality Service Standards, to serve and participate on teams when invited, and continuously support co-workers who are serving on teams. It is essential that employees avail themselves of all communications regarding team activities and quality initiatives.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.