

Frank B. Koller Memorial Library
Part-Time Job Opening
Library Assistant II

The Frank B. Koller Memorial Library of Manitowish Waters has a 5-10 hour a week, year around job opening to start on Tuesday, May 14th, 2024.

For a job description, job application, and complete list of qualifications, please go to the library website @ Kollerlibrary.org.

Library Assistant II

1. This is a 5-10 hour a week, year around position.
2. Start date: May 14th, 2024
3. Hours will vary between evenings, Saturdays, and weekdays.
4. Applicants must be at least twenty-one years of age at the time of employment.
5. Reliable transportation is a must.
6. Application deadline: Saturday, March 30th, 2024 by Noon.
7. Wage is \$16.00/hr., paid monthly. There are no benefits.

Skills required: Excellent computer knowledge.

Tech savvy.

Good writing skills.

Adept at working with people of all ages.

Superb communicator.

Friendly, outgoing and fun.

- **Circulation Services:** Handle circulation tasks at front desk, such as checking books in and out, renewing materials, and managing holds. Assist library users in accessing and borrowing materials, helping them navigate the library's catalog and circulation system efficiently.
 - **Customer Service:** Provide customer service to library patrons. Greet visitors, answer inquiries, provide guidance on finding materials, and assist with basic reference questions. Strive to create a welcoming and helpful environment, helping users feel comfortable and supported during their library visits.
 - **Manage Library:** Open and close the library on occasional basis and directly manage Volunteers.
 - **Technical Support:** Assist patrons with basic technology-related needs. Help users access library computers, navigate library databases or online resources, troubleshoot printing or copying issues, and provide basic instruction on using library equipment and technology.
 - **Program Support:** Support library programs and events. Assist in organizing and setting up for programs, helping with registration, and participating in activities designed to engage library users of all ages. Assign and instruct volunteers with program preparation.
 - **Safety and Security:** Help maintain a safe and secure environment within the library. Monitor the library space, enforce library policies, and address any concerns related to security, safety, or disruptive behavior.
 - **Outreach and Promotion:** Assist with outreach activities to promote library services and programs. Know or learn Canva to create displays, design promotional materials, assist with online publicity and marketing. Write up press releases and participate in community outreach events to raise awareness about library resources and programs.
 - **Other duties as assigned.**
 - **Reports to:**
Reports directly to the Library Director.
-

Physical Demands

1. Frequent standing and walking; occasional balancing, bending, twisting, and stooping.
2. Handling, processing, picking up and shelving materials, including kneeling to reach bottom floor-level shelf and reaching overhead to shelve books weighing up to three pounds.
3. Sitting and computer keyboarding.
4. Speaking and hearing; ability to use the telephone.
5. Far vision at 20 feet or further, near vision at 20 inches or less.
6. Lifting and carrying up to 20 pounds.
7. Pushing and pulling objects up to 60-80 pounds on a wheeled cart.

Other Requirements

1. Ability to comprehend and follow oral and written directions.
2. Ability to effectively communicate questions, ideas and information.
3. Time management skills sufficient to set priorities in order to meet assignment deadlines.
4. Ability to recognize confidential data and keep it confidential.

Equipment Used

1. Computer, printer, scanner, barcode scanner, copy machine, fax, telephone.

Work Environment

1. Daytime, evening and weekend hours.
2. Interruptions and distractions can be frequent. Customers come first.
3. Inside work environment, temperature-controlled area.

Education and Experience

1. High School Diploma or equivalent required. Bachelor's Degree preferred.
2. Previous library experience preferred.

Appropriate casual/conservative dress requested.

To apply: Send, or drop off, Job Application to:

Frank B. Koller Memorial Library

Library Director

P.O. Box 100

Manitowish Waters, WI

54545

OR email to: director@koller.wislib.org

Application Deadline: Saturday, March 30th, 2024