

**Springfield Township****Job Title: Part Time Library Assistant**

Department: Library

**Job Objective (Purpose of the position):**

The person in this position performs professional duties to ensure effective and efficient operation of the Adult Department of the Free Library of Springfield Township.

**Reports To:** Director

**Work Schedule:** Part time, days with potential evening and weekend rotations as needed.

**Essential Job Duties**

- Respond to reference, readers' advisory and research requests in a timely and efficient manner, utilizing all points of delivery including desk, roaming, e-mail, phone, Instant Messaging and additional methods of communications.
- Assist patrons with their knowledge of the technology offered at the library.
- Provide front-line library service to all customers; maintain appropriate decorum and atmosphere in the department's public spaces.
- Circulation duties as needed.

**Secondary Duties** Assists in all duties and projects related to the functions and responsibilities of the department. These niche duties are assigned according to changing departmental needs and individual staff strengths/talents.

**Essential Knowledge, Skills & Abilities: Minimum Education, training, experience**

- High School Diploma minimum. Some College or Library experience preferred.
- Able to forge strong positive bonds with primary service clientele, with visible and evident energy and enthusiasm for serving that clientele.
- High degree of cultural literacy and current events with demonstrated engagement in and awareness of activities both in the community and the larger world.
- Continuous demonstrated ability with Internet and other electronic information resources and technologies; technological literacy at a level determined by both the organization and overall community use.
- Strong ability to self-direct with excellent collaborative teamwork and problem-solving skills.
- Exceptional oral and written communications skills; fluent in English
- Personable, with excellent professional image, superior planning, organizational and multi-tasking skills, and strong presentation/teaching skills.
- Valid driver's license

**Job Location (Place(s) where work is performed)**

Free Library of Springfield Township,

**Equipment (Examples of machines, devices, tools, etc. used in job performance)**

Library computer system, personal computer, word processing and database management software, e-book readers, photocopier, telephone and automobile

**Required Talents & Leadership Competencies**

**Talents:** Service, ethics, responsibility, creativity, empathy, persuasion

**Leadership Competencies:** Continuous learning, flexibility, team building, customer service, interpersonal skills, oral and written communications

**Essential Functions of the Position**

- Frequent walking, standing (upwards of two hours at a time) and sitting.
- Position involves lifting and carrying at least thirty (30) pounds and the ability to push at least one hundred (100) pounds on wheels.
- Extensive bending, stooping, pulling, reaching, handling and feeling.
- Manual dexterity; ability to operate computer keyboard and mouse.
- Good vision; correctible to 20/20 and in color.
- Clear speaking voice and good hearing. Ability to answer the telephone and hear clearly.

**General Requirements for All Library Employees**

- Ability to project workplace image of specific job title.
- Ability to adapt to change; work as a team member
- Ability to develop and maintain positive working relationships with co-workers.
- Ability to comprehend and follow library policies and procedures.
- Ability to develop an awareness of library-wide operations.
- Ability to exercise good judgment at all times.
- Ability to meet physical requirements of specific job title.
- Participates in staff, department and team meetings.

Approved by \_\_\_\_\_ Date: \_\_\_\_\_