

The Sturgis District Library is seeking a flexible Reference Assistant for a permanent part-time position. MUST have excellent customer service & people skills with computer knowledge. Beginning rate \$9 per hour, 15 hrs. a week M thru W evenings 3pm-8pm and occasional Saturdays 9am ó 2pm. Email resume & cover letter to: jobs@Sturgis-Library.org
Deadline Feb. 20th, 2012.

Library Reference Assistant Job Description

- Assist patrons (over the phone and in person) in locating information. Including: Search SDL databases by author, title, subject. Locate items on shelf.
- Search ILL database for material and place orders. Place items on hold.
- Review library materials and Internet resources for answers to specific questions, directions, maps, etc.
- Schedule Internet times, monitor Internet use and troubleshoot computer problems.
- Assist and train patrons in the use of library equipment such as Internet computers, microfilm reader/printer.

Reports to Director for other projects.

Other Assigned Duties may include:

Fill-in at circulation desk as needed. Including:

- Retrieving books from book drop, checking materials in and out, handling fines and lost materials, reshelve materials, assist patrons with copy machine, and send faxes.
- Assists with library promotion and services as assigned.
- Keeps Director informed as to project progression, needs and outcomes.
- Selection and ordering of material in a designated subject.
- Other duties as assigned that work towards the mission and goals of the library.
- Process ILL materials for delivery, circulation and recordkeeping.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Working conditions and physical demands:

Physical requirements include ability to move around the facility, walk, sit, bend, climb, kneel, carry and stoop; Ability to use hand and finger motion with enough manual dexterity to use computers and handle library items; Lift up to 25#, or greater with assistance; and perform other efforts as identified with normal library work; must have the ability to communicate with patrons effectively; having the ability to talk with clarity, and be able to listen to patrons accurately; Must have specific vision abilities (adjusted) that include close and distance vision with good depth perception; reasonable accommodations may be available; Typing ability and computer skills are essential.

Employment Qualifications

Education: Some college is preferred. Must have sufficient reading and comprehension skills to perform the functions of the reference desk.

Experience: Computer and Customer Service experience strongly preferred.