

## **Assistant Librarian II**

Requirements: High School Diploma (College Degree or classes preferred)

Working knowledge of copy machines and software such as Microsoft Word, Excel, and Outlook, or e-mail applications such as Yahoo or Gmail. (Preferred: working knowledge of Canva graphic design software; online meeting apps such as Zoom or Skype; and some experience with arts and crafts machines such as 3-D printers, sewing machines, Cricut or ScanNcut machines, and DSLR cameras.)

### **Physical Ability Requirements:**

1. Routinely moving throughout the library to arrange materials on library shelves.
2. Pushing a loaded book cart weighing up to 250 pounds.
3. Handling, picking up, and shelving books; lifting and carrying 50 pounds or less.
4. Communicating clearly and effectively, orally and in writing.
5. Filing and sorting items in accordance with alphabetic or numeric coding (Dewey Decimal system).
6. Using manually operated office tools and supplies (scissors, glue, staplers, etc.).
7. Occasionally ascending and descending stools or ladders to maintain library shelves, change overhead lightbulbs, decorate the library for seasonal holidays, or adjust signage and artwork.

### **General Duties:**

1. Facilitate the check out and return of library materials.
2. Accurately shelve all materials according to the established system.
3. Answer phones and assist callers by renewing their books or providing general information.
4. Keep track of any overdue or lost/damaged materials, fees for document printing and faxing, community room deposits. Notify patrons, and collect and record payment of fines, etc.
5. Assist Patrons by doing research to find answers to their questions about books, authors, or general information. Make a file copy of the information if it may be useful to other patrons in the future.
6. Assist with the design, production, and distribution of posters, hand flyers, Facebook posts, and library website posts to notify the community about library events and newly available materials.
7. Schedule use of community room and back conference room in keeping with library board policy.
8. Record statistical information each day about numbers of books checked in and shelved; numbers of patrons' using computers or WiFi with their own devices, and numbers of children using the AWE computer in the children's library. Check the front door counting device weekly to record patron foot traffic.
9. Conduct periodic checks throughout the library to confirm that all materials are accurately shelved.
10. Participate in workshops, seminars, meetings, or webinars, as assigned, to broaden working skills.

### **Inter-library Loan Processing (ILL)**

1. Make online ILL requests for patrons who want an item that is unavailable at this library.
2. Notify patrons that items are ready for pick-up from ILL (or also from our internal Reserve List).
3. Prepare courier packages for the external loans requested by other Kansas libraries.
4. Keep track of incoming and outgoing items and communicate with staff from other libraries to troubleshoot any overdue or missing books. Report any anomalies to other librarians and the library director.

### **Technology Assistance**

1. Supervise the use of computers and other equipment owned by the library. Assist patrons with basic computer and internet skills and troubleshoot any technical difficulties that may occur.
2. Teach patrons how to use the library's online search database and e-book resources (Sunflower & Hoopla).

### **Genealogy Processing**

Scan obituaries from the Western Kansas World newspaper to maintain an electronic copy and a hard copy file for use by genealogy researchers.

### **Other Assignments**

Other duties will be assigned as needed, such as preparing materials and snacks for programs or activities sponsored by the library alone or in cooperation with other organizations. Housekeeping or janitorial duties may be assigned periodically to maintain a clean environment and welcoming atmosphere for our patrons.