



Bilingual Library Assistant I – Adult Services

SCHEDULE:

- Full-time: 37.5 hours a week
- Schedule includes early morning, afternoon, evening, and weekend hours. Schedule subject to change.

SALARY RANGE:

- \$20.43- \$28.91 hourly, dependent on qualifications

SUPERVISOR: Assistant Director and Head of Adult Services

SUPERVISEES:

- None

PERSONAL ATTRIBUTES:

The Round Lake Area Public Library is looking for an enthusiastic, creative team player with excellent communication skills in English and Spanish as well as a dedication to customer service. The person filling this position will provide reference, reader's advisory, and program services to patrons. The ideal candidate will have strong problem-solving skills and excel at working independently.

REQUIRED EDUCATION AND EXPERIENCE:

- High school diploma or GED.
- One to three years previous work experience in a public service environment required; public library experience preferred.
- A Bachelor's degree, LTA certificate or comparable education is preferred.

DUTIES AND RESPONSIBILITIES:

- Provide outstanding customer service in person, on the telephone, and via e-mail and other forms of electronic communication.
- Assist and instruct patrons of all ages on the use and access of library resources including but not limited to: online catalog, Hoopla, Overdrive/Libby, computers, copiers, printers, Book Scan Station, faxing, program registration, and Microsoft office products.
- Assist patrons with basic internet skills such as filling out forms, uploading documents, downloading documents, printing from email, attaching documents to email, composing email, and searching.
- Perform collection development responsibilities in multiple assigned areas including selection, utilization analysis and weeding tasks.
- Research, schedule, plan, organize, develop program ideas, develop materials, coordinate program logistics as appropriate and present programs for target populations.
- Provide reference and reader's advisory services to adults and teens.
- Create and maintain in-library displays of materials.
- Keep the Adult Services area tidy by picking up debris, maintaining orderly arrangement of chairs and tables, and returning materials to carts.
- Assist and instruct patrons in use and troubleshooting of the variety of equipment found in the Library's makerspace.
- Attend and participate in staff, department, and other job-related meetings and continuing education events as needed.
- Prepare monthly reports.
- Carry out opening and/or closing procedures for the department.
- May be designated Person – In – Charge in the absence of Director.
- Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

- Ability to speak, read, and write in English required.

- Ability to speak, read, and write in Spanish required.
- Excellent oral and written communication skills.
- Good knowledge of adult and teen literature including current authors, classic titles, and trends.
- Deal calmly and effectively with a wide range of individuals, in some instances under stressful or emergency conditions.
- Knowledge of and ability to utilize the Dewey Decimal System.
- Proficient in Microsoft Windows, Office, Excel, Outlook, and internet browsers. Ability to learn and manipulate data in Library databases, Library forms, Library calendar, and Library Time Clock System.
- Strong skills in problem solving and decision-making.
- Take direction and accurately follow instructions to work independently.
- Handle multiple activities or interruptions at once.
- Ability to schedule work efficiently and set priorities.
- Ability to work a flexible schedule.
- Work positively and effectively as a team member.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- While performing the duties of this job, the Library Assistant is regularly required to stand; walk; run; sit; use hands to handle, or feel; reach with hands and arms; push; pull; carry; climb; stoop; bend; stretch; kneel; talk; and hear
- The Library Assistant is required to remain in a standing position for extended periods of time
- The Library Assistant must occasionally lift and/or move up to 50 pounds
- The Library Assistant will assist patrons of all ages in a very busy environment
- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus
- Ability to withstand weather extremes
- Work is performed inside a typical interior/office work environment
- Work may be performed off site
- Work may be performed in front of a computer
- Work may be performed in inclement weather
- Demonstrate good eye-hand coordination
- Bending, stooping, and ability to reach library materials from high and low shelves
- Ability to move a two-sided book cart loaded with up to 300 lbs. of books and other library materials

Note: It should be understood that while this job description sets forth a number of job duties and responsibilities for this position, it is not an employment contract of any kind and can be changed with or without prior notice at any time. Any employment relationship with the Library is legally considered to be one of employment-at-will, in which either party may terminate this relationship for any reason at any time. The Library Board of Trustees and/or its designated representative reserve the right to alter this job description at any time without notice. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.