

## POSITION DESCRIPTION

CITY OF HASTINGS

HASTINGS PUBLIC LIBRARY

LIBRARY & LOCAL HISTORY ASSISTANT



## SUMMARY

Seeking a highly motivated, open-minded and tech savvy individual to act as a Library and Local History Assistant for the Hastings Public Library. This role will include assisting with management of both physical and virtual local history resources related to Hastings and Barry County. This position will also assist with daily library operations including providing friendly, high quality customer service to all Library patrons.

RATE OF PAY: \$10.00/hour, 14-17 Hours Per Week

## SUPERVISION RECEIVED

Work is performed under the direction of the Circulation Supervisor in concert with with the Assistant Director and Library Director.

## RESPONSIBILITIES AND ESSENTIAL DUTIES

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Check materials in and out, register patrons for library cards, assist public with self-checkout, renewals, holds, computers, faxes and other duties as assigned.
- Provide excellent service to the public with onsite materials and resource sharing, access to public computing and online resources, reference and referral information.
- Assist patrons of all ages in performing reference searches, selecting and locating materials, and providing readers advisory services.
- Participate in library-wide initiatives and programs.
- Aid with organizing, cataloging, inventorying and maintaining local history resources contained in the library's Michigan Room. This may include digitizing content and working with online applications for organizing and displaying content to the public.
- Adhere to Library privacy law. Have the ability to maintain confidentiality and use appropriate judgement when handling information and records.

- Answer telephones, provide routine information and transfer calls.
- Assist with handling inter-library loan materials.
- Assist in assuring accurate library shelving by shelf-reading and re-shelving materials as needed.
- Accomplish assigned circulation tasks accurately and in a timely manner.
- Perform other tasks as assigned.

## ESSENTIAL FUNCTIONS, KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

All the following functions, knowledge, skills, abilities and duties are essential. An employee in this class, upon appointment should have the equivalent of the following:

- Knowledge of typical library services.
- Ability to work effectively with the general public and employees.
- Proficiency in use of standard business applications and software, including email, web browsers, web applications and Microsoft Office suite.
- Ability to lift 40 pounds.
- Ability to push book trucks with up to 100 pounds of materials on them.
- Ability to understand and follow written and oral instructions.
- Comfort learning to use software related to indexing, archiving and organizing historical content.

## QUALIFICATIONS:

- Required Education: High School Diploma or Equivalent, Advanced Coursework or College Credits preferred.
- Prior library experience preferred.
- An interest in local history with experience preferred.

*This position description is not intended to be a complete list of all responsibilities and skills required and is subject to review and change at any time in accordance with the needs of the Hastings Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.*