

Public Service Assistant

- **Part-time: 20 hours per week**
- **\$22 an hour**
- **Benefits: group health insurance, paid planned and unplanned leave, holidays, and retirement through the Washington DRS.**

SUMMARY:

Under the direct supervision of the Library Director, this position serves as a clerk at the public service desk. This position includes evening and Saturday hours.

ESSENTIAL FUNCTIONS:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Provides direct customer service to library patrons; welcomes patrons to the building, registers new patrons, manages patron accounts, etc.
- Assists with opening and closing the library on a rotating basis.
- Checks items in and out of the library.
- Collects fines and fees.
- Renews materials and places item holds.
- Assists with basic library operations.
- Assists patrons with basic research and computer questions.
- Creates and maintains displays, shelving, and basic collection maintenance.

PERIPHERAL FUNCTIONS:

- Helps with marketing duties under the supervision of the Marketing Specialist and Library Director.
- Performs additional duties as assigned by the Library Director.

SKILLS, KNOWLEDGE, AND ABILITIES:

Knowledge/Abilities Required:

- Knowledge of basic principles, practices, and procedures of public library service.
- Knowledge of general office practices and procedures.
- Ability to assist patrons in locating information and materials.
- Ability to work cooperatively and maintain effective interpersonal skills.
- Ability to maintain confidentiality and respect the privacy of individual users.
- Ability to work a flexible schedule including evening and weekend hours.
- Ability to effectively communicate both written and orally.
- Ability to establish and maintain effective working relationships with patrons, employees, supervisors, and the general public.
- Willingness to learn.

EDUCATION AND EXPERIENCE:

- High School Diploma or GED required.
- Must possess a valid Washington State driver's license.
- Experience with graphic design and marketing programs preferred.

WORKING CONDITIONS:

This is an FLSA non-exempt position. Work is generally completed on a regularly scheduled basis; the normal workweek is twenty (20) hours per week; however work schedules may require working a flexible schedule, weekends and may require occasional presentations to schools and community groups, and attendance at meetings, workshops, conferences, and other assignments.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects, tools, or controls. The employee is frequently required to talk or hear. The employee is required to stand, walk, reach with hands and arms; stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ESSENTIAL PHYSICAL ABILITIES:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use computers and other office equipment.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to drive to various locations.

PLEASE SEND RESUMES TO ERICA BROWN AT director@upperskagitlibrary.org OR PLEASE DROP OFF AT THE LIBRARY IN PERSON.