

JEFFERSON PUBLIC LIBRARY

JOB DESCRIPTION

TITLE: PROGRAM & TECHNOLOGY ASSISTANT

PURPOSE OF POSITION

General Statement of Duties:

This position supports and provides library services to the general public and is responsible for assisting the Director and Youth Services Librarian in planning, promoting and executing educational programs for all ages in our community.

Reports to: Library Director and/or Youth Services Librarian

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

General Duties:

- Handle routine circulation desk operations: check library materials in and out using automated system, assist patrons in using online catalog to locate library materials, answer reference questions, issue library cards, keep accurate circulation statistics, answer the telephone, unpack book and supply orders, place reserves and do renewals, figure charges, collect money, make change, and balance cash drawer
- Assist with training new librarians, communicate information to staff and patrons, complete assigned duties, and contribute to overall efficiency, productivity, and work flow of the adult department
- Assist public and staff in the use of, and provide instruction on use of computers, software & electronic resources, office equipment, and virtual services
- Promote library services and library and community events by maintaining the library's electronic bulletin boards
- Assist in various other technical or computer-related projects as needed
- Assist in designing, planning, scheduling, coordinating and implementing age-appropriate educational programs for children, teens, and/or adults
- Search library and Internet websites for program ideas; assist in selecting program topics and presenters
- Assist in developing ideas to increase library awareness and patron visits to the library by using programming to motivate children, teens and adults to visit the library and utilize its services
- Publicize new library materials and programs by creating, editing, printing, delivering and emailing a monthly newsletter in coordination with both youth and adult departments
- Assist in maintaining an active public relations program, using local media to publicize library events, programs and services (newspaper, radio, cable TV, online news, email)
- Assist with the arrangements for both on and off-site programs; assemble information, move and set up tables, chairs, media equipment and refreshments, gather supplies, clean-up, and collect and record data for reports
- Assist in promoting library programs & services on the Library's social media by using graphics software to create event posters, informational fliers, and other promotional materials for both

- Continued -

active and passive programs, including summer and winter reading programs, author talks, themed book displays, monthly reading incentives, contests, etc. (Facebook, website, digital bulletin boards).

- Assist with planning and promoting programs in collaboration with other Greene County libraries
- Assist with adding new items into the Polaris automation system
- Assist in scheduling and publicizing library exhibits and displays
- Assist with monthly outreach service to local schools, daycares, and retirement homes by selecting materials, coordinating volunteer delivery, and communicating with those being served

QUALIFICATIONS FOR HIRE

Required Knowledge, Skills and Abilities:

- Knowledge of, ability to operate, and ability to perform maintenance on equipment such as desktop and laptop computers, tablets, printers, photocopiers, scanners, networks, photo kiosk, etc., or willingness to learn.
- Must understand technical jargon and be able to translate that to the library workplace
- Ability to troubleshoot hardware and software problems to assist patrons and staff.
- Problem solving and mechanical ability.
- Ability to communicate with staff and public at a non-technical level.
- Ability to relate to staff and public in a cooperative and courteous manner.
- Good communication and instruction skills.
- Ability to work independently.
- Strong visionary skills to seek innovative uses of technology to further library service goals.
- Able to push and maneuver loaded book cart weighing approx. 50 lbs and carry cartons of books short distances.
- Ability to bend, stoop and lift up to 50 lbs.
- Ability to sit and use a computer workstation for long periods of time each day.
- Accuracy and attention to detail.
- Ability to communicate effectively, both verbally and in writing.
- Ability to organize and prioritize multiple responsibilities and project deadlines.
- Ability to work weekday, evening, weekend and morning hours.

Job Conditions:

20-25 hours per week year-round, including some mornings, afternoons, evenings, and Saturdays with some flexibility allowed in hours and days worked.

\$15.00 starting hourly wage with earned increases plus FICA & IPERS benefits. This position is eligible for the following paid benefits: holidays, sick leave, and vacation days, per the City of Jefferson's personnel policy.

Education:

High school diploma or equivalent.

Experience:

Previous experience and skills with a variety of computer programs and technology.

Previous experience with planning educational experiences and events for adults preferred.

July 2024