



**Title:** Part Time Library Assistant

**Department:** Revere Public Library

**Hours:** Up to 19.5 hours per week, including evenings and weekends.

**Salary:** \$15 per hour. This is a part time non-union position with no benefits.

**DEFINITION:**

The library assistant is responsible for assisting with the daily operations of the Revere Public Library. The incumbent interacts frequently with the public and assists them with accessing library services.

**ESSENTIAL FUNCTIONS:**

- Assists patrons at circulation desks and throughout the library.
- Creates patron accounts.
- Assists patrons in locating print materials, in Revere and throughout the NOBLE network using the library catalog, and placing them on hold or requesting delivery.
- Reserves passes to museums and other attractions for patrons.
- Assists patrons in finding electronic materials and services.
- Provides basic information services patrons as needed.
- Informs and explains library services and policies to patrons.
- Provides basic assistance in the use of library equipment, including computers and printers.
- Circulates and shelves all library materials, routes items proper location.
- Informs the Director or other staff of technical difficulties.
- Performs other related duties as required.

**SUPERVISION RECEIVED:**

The Library Assistant works under and follows clearly established policies and procedures. The incumbent receives frequent instruction from his or her supervisor.

**QUALIFICATIONS:**

- One to three (1-3) years of customer service or related experience.
- Revere residency waiver required for non-Revere residents.
- Associates degree preferred.
- Knowledge of first aid/CPR preferred.
- Experience with databases and online applications desirable.
- Excellent customer service skills and interpersonal skills. Proficiency in Microsoft Office programs, internet browsers, and other common software.
- Willingness to work a flexible schedule including evenings and Saturdays.

- Accuracy and attention to detail.
- Ability to climb stairs, stand for extended periods of time, and lift a minimum of 30 pounds.
- Ability to speak a second language desirable.

## **KNOWLEDGE, ABILITY, and SKILLS**

### **Knowledge**

- Familiarity with cloud software such as Google apps, Dropbox, etc.
- Experience with Evergreen integrated library system.
- Proficiency with Apple products desirable.

### **Abilities**

- Ability to use office equipment such as telephones, copiers, scanners, fax machines, and printers, including basic troubleshooting.
- Ability to learn new computer software and other skills.
- Ability to deal effectively, tactfully, and appropriately with the public.
- Ability to communicate effectively both verbally and in writing.
- Ability to follow written and oral directions and instructions.
- Ability to work independently and as part of a team, exercising good judgment.

### **Skills**

- Independent problem solving skills, and the ability to work under stress.

## **WORK ENVIRONMENT**

Work is performed primarily in office conditions during both regular business hours and on some nights and weekends. Daily interaction with the general public in-person, by phone and or email communications. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. The work does require some level of physical activity including walking up and down stairs on a regular basis as well as standing for long periods of time.

## **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should submit a resume, cover letter and salary requirements to [jobs@revere.org](mailto:jobs@revere.org) by Friday, January 18, 2019.